



2020–21 TEST ADMINISTRATION

CAASPP and ELPAC Completion Status Guide



California Assessment of
Student Performance and Progress



- ★ **Smarter Balanced Summative Assessments for English Language Arts/Literacy (ELA) and Mathematics**
- ★ **Smarter Balanced Interim Assessments for ELA and Mathematics**
- ★ **California Alternate Assessments for ELA, Mathematics, and Science**
- ★ **California Science Test**
- ★ **California Spanish Assessment**
- ★ **Summative English Language Proficiency Assessments for California (ELPAC)**
- ★ **Initial ELPAC**
- ★ **Alternate ELPAC**

Guide to CAASPP and ELPAC Completion Status

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Acronyms and Initialisms Used in the *Guide to CAASPP and ELPAC Completion Status*

Term	Meaning
CAA	California Alternate Assessment
CAASPP	California Assessment of Student Performance and Progress
CaITAC	California Technical Assistance Center
CAST	California Science Test
CSA	California Spanish Assessment
CSV	comma separated value
ELA	English language arts/literacy
EL	English learner
ELPAC	English Language Proficiency Assessments for California
ELPT	English language arts/literacy performance task
IAB	Interim Assessment Block
ICA	Interim Comprehensive Assessment
LEA	local educational agency
NTE	Not tested due to medical emergency
PGE	Parent/Guardian exemption
PT	performance task
SSID	Statewide Student Identifier
SSO	single-sign on
TOMS	Test Operations Management System

Introduction to the Manual

Manual Content

The Completion Status interface is the primary means of viewing test status and completion data for students taking part in the CAASPP in English language arts/literacy (ELA), mathematics, and science; the assessment in Spanish reading/language arts, the California Spanish Assessment; and the English Language Proficiency Assessments for California (ELPAC). This web-based system enables authorized local educational agency (LEA) CAASPP and ELPAC coordinator, CAASPP and ELPAC test site coordinator, test administrator, and test examiner users to view test progress information for students participating in the online CAASPP test administration in ELA, mathematics, and science, as well as the ELPAC.

What's New in 2020–21

Roster Management

The Roster Management interface is scheduled to be retired on December 31, 2020, at the same time as the Online Reporting System. CAASPP users needing to access this system should refer to chapter 3 of the [2019–20 Completion Status and Roster Management Guide](#) for instructions on how to use this system. After January 1, 2021, rosters associated with reporting will be created in the California Educator Reporting System, which will be the only reporting system for California assessments.

Completion Status

- A floating section navigation tool, the “Go to section bar,” was added to allow users to quickly access a section of the *Plan and Manage Testing* screen. Refer to the [Navigate the Interface](#) subsection for a description of this on-screen tool.
- Progress for the Initial ELPAC and Alternate ELPAC Operational Field Test is included in the ELPAC data that is reported.

Organization of the User Guide

This user guide provides information about each of the system features available to authorized LEA and test site personnel available test management resources. This user guide is organized as follows:

- [Chapter 1, Navigating the Completion Status System](#), provides an overview of the Completion Status system, which enables users to determine which students have completed or need to complete testing, as well as information about how to access Completion Status reports, including logon instructions, LEA- and school-level account differences, and details about the tools available to users.

- [Chapter 2, Completion Status Reports](#), includes instructions on generating LEA- and school-level Completion Status reports, with specifics on how to filter these reports by student demographics and testing progress.
- [Chapter 3, Appendices](#), describes how LEA CAASPP and ELPAC coordinators can obtain assistance with the Completion Status system and includes a manual change log.

The stylistic features and icons used in this user guide are described in [table 1](#).

Table 1. Key Icons and Elements

Element	Description
	Warning: This symbol appears with text that contains extremely important information regarding actions that may cause errors.
	Caution: This symbol appears with text that contains important information regarding a task.
	Note: This symbol appears next to text that contains helpful information or reminders.
	Resources: This symbol accompanies a list of URLs for web pages and web documents that provide additional information.
[Text]	Text in brackets is used to indicate a link or button that is selectable.
Text	Text that is underlined and blue is used to indicate hyperlinks or cross references in the document.

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Chapter 1. Navigating the Completion Status System

User Roles and Access



Resources:

- California Assessment of Student Performance and Progress (CAASPP) website—<https://www.caaspp.org/>
- CAASPP and English Language Proficiency Assessments for California (ELPAC) Test Operations Management System (TOMS)—<https://mytoms.ets.org/>
- ELPAC User Roles in TOMS web page—<http://elpac.org/test-administration/instructions/toms-users/>
- ELPAC website—<https://www.elpac.org/>
- User Roles in TOMS web page—<https://www.caaspp.org/administration/toms/toms-users.html>

The Completion Status system operates in a secure, role-based structure. Access to reports and data in the system depends upon the user's role in TOMS as well as the user's school- and local educational agency (LEA)-level associations. The [CAASPP User Roles in TOMS](#) and [ELPAC User Roles in TOMS](#) web pages describe the reports and features that are accessible for each user role. In the Completion Status system, users in all user roles can access two report types: the Plan and Manage Testing Report and the Test Completion Rates Report. Users can search for student testing information by a single Statewide Student Identifier (SSID) or multiple SSIDs and produce a report of each test given to that selection of SSIDs.



Warning: School-level users cannot view LEA-level data. For example, a test site coordinator may view only test data for students within that test site coordinator's school.

Logging On and Off the Completion Status System

Accessing the Completion Status system requires an authorized username (email address) and password for the single-sign on (SSO) system. SSO is designed to ease the logon process and simplify navigation between systems. The applications it serves include:

- TOMS
- Test Administrator Interface
- Test Administrator Practice and Training Test Site
- Smarter Balanced Tools for Teachers
- Online Reporting System
- Interim Assessment Hand Scoring System
- Completion Status

- California Educator Reporting System

Access to each system and its features is dependent on the access provided by the user's assigned role. Test administrators and test examiners who have not received logon information for the CAASPP or ELPAC systems should contact the test site coordinator or LEA coordinator, as user accounts must be created in TOMS before access is granted to the Completion Status system. Test site coordinators should contact the LEA coordinator with any logon issues the test site coordinator, test administrators, or test examiners encounter.

Logging On to Completion Status

To access the Completion Status system via the CAASPP or ELPAC website:

1. Open a web browser and navigate to the [CAASPP website \(figure 1\)](#) or the [ELPAC website \(figure 2\)](#).



Figure 1. CAASPP website landing page

Navigating the Completion Status System | User Roles and Access

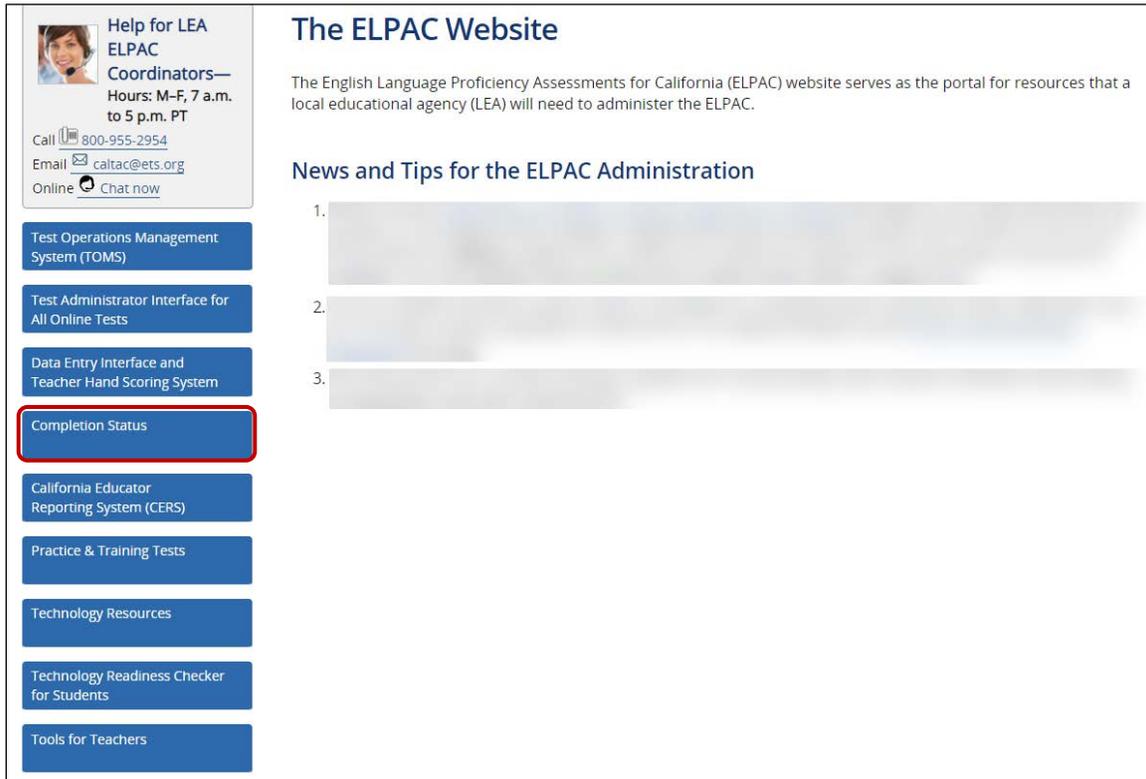


Figure 2. The ELPAC website landing page

2. On the CAASPP website, select the [**Completion Status/Roster Management**] button. On the ELPAC website landing page, select the [**Completion Status**] button on the left navigation bar.)

Navigating the Completion Status System | User Roles and Access

- The SSO screen, shown in [figure 3](#), will appear.

Logon

Logon Instructions

Enter your Single Sign-on username and password to log on to California assessment systems. You will be directed to your selected system when you have logged on.

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password?](#) link to reset it.

LEA coordinators requiring additional assistance may contact the appropriate organization for support:

CalTAC
Phone: 800-955-2954
Email: callac@ets.org

Email Address

Password

[Forgot Your Password?](#)

Secure Logon

First Time User?

If you have not received your activation e-mail or if your link has expired, you may request a new link.

[Request one now](#)

Register for Tools for Teachers?

Tools for Teachers features classroom and professional learning resources created and approved by teachers. Click below to register.

[Register](#)

The California assessment system is provided by Educational Testing Service for use by California LEAs.

For best performance, download the latest version of [Internet Explorer](#), [Firefox](#), [Chrome](#), or [Safari](#).

By using or accessing this site, you agree to the [Terms and Conditions of Use](#).

Figure 3. SSO screen

- SSO allows the user to log on to each of the online systems supporting the CAASPP or ELPAC test administration, as assigned. After logging on, the user can switch between systems without having to log on and off each system.
- Enter the user's email address in the *Email Address* field.
- Enter the user's password in the *Password* field.
- Select the [**Secure Logon**] button.

Navigating the Completion Status System | User Roles and Access

8. If this is the first time the user has logged on using a particular web browser or device, the *Enter Code* screen, as presented in [figure 4](#), appears.

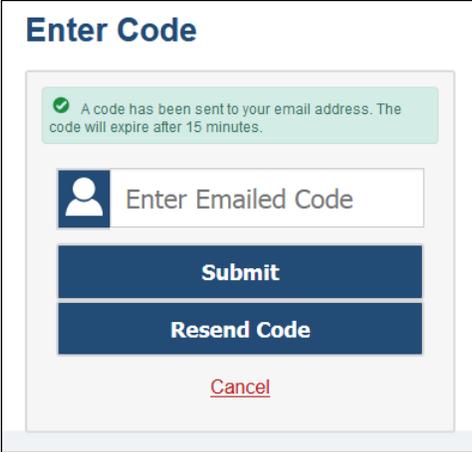


Figure 4. *Enter Code* screen

- a. Retrieve the code included in the system email that was sent to the user's email address.
- b. Enter the code in the *Enter Emailed Code* field. This code expires 15 minutes after it is received in the email. If the code expires, proceed to step d.
- c. Select the [**Submit**] button to enter TOMS.
- d. If the code expired, select the [**Resend Code**] button for a new code and repeat these steps to enter the new code.

To access the Completion Status system via TOMS:

1. Open a web browser, navigate to [TOMS](#), and complete the SSO screen, shown in [figure 3](#), using the instructions provided previously.

2. Select [**Links**] from the top navigation bar and then the [Completion Status and Roster Management] link from the *Links* screen ([figure 5](#)).

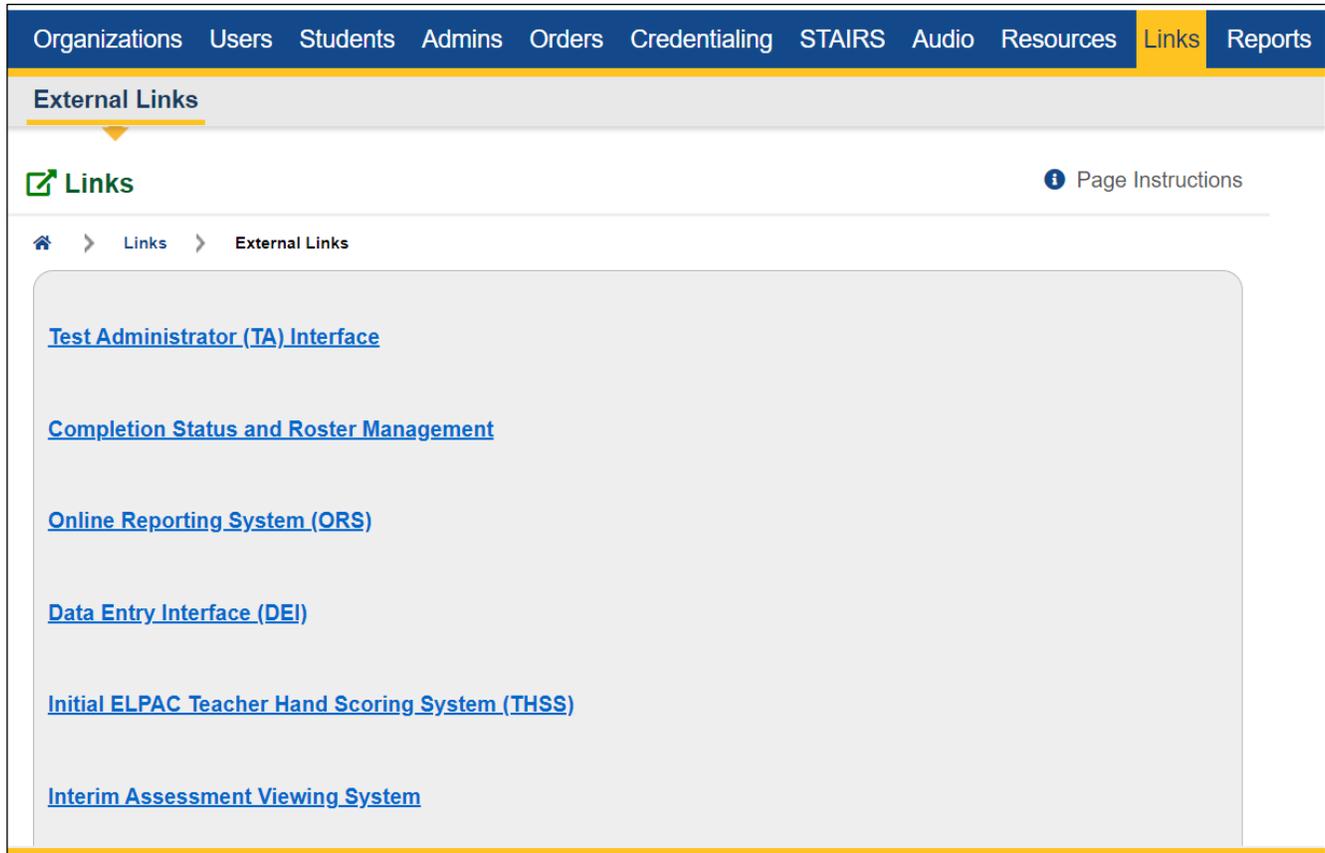
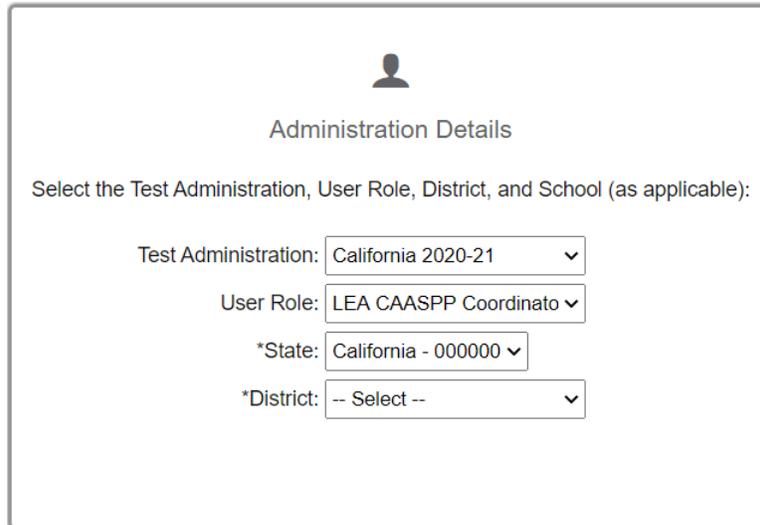


Figure 5. Links screen in TOMS

3. The Completion Status system logs the user on automatically.

Navigating the Completion Status System | User Roles and Access

- Once logged on to the Completion Status system, the user proceeds first to the *Administration Details* screen, shown in [figure 6](#), selects an assigned role, and then selects **[OK]** to proceed to the Completion Status system dashboard page.



Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

Test Administration: California 2020-21

User Role: LEA CAASPP Coordinato

*State: California - 000000

*District: -- Select --

Figure 6. Administration Details screen

- Select a user role and district (LEA) from the list and then select **[Submit]** to enter the Completion Status system. (The *State* field populates automatically.)

Logging Off Completion Status Management

For security purposes, it is important to log off the Completion Status system to ensure that the reports cannot be accessed by unauthorized users following a session. **Logging off the Completion Status system will log the user off all SSO systems such as the Test Administrator Interface or TOMS.**



Caution: The system has an automatic timeout feature that automatically logs the user off all applications if the user is inactive—that is, if the user does not select any screen elements like a button or link or select an item from a drop-down list—for more than 30 minutes.

Navigating the Completion Status System | User Roles and Access

To log off the Completion Status system:

1. Select the [**Log Out**] button in the menu bar at the top right-hand corner of the screen (indicated in [figure 7.](#))

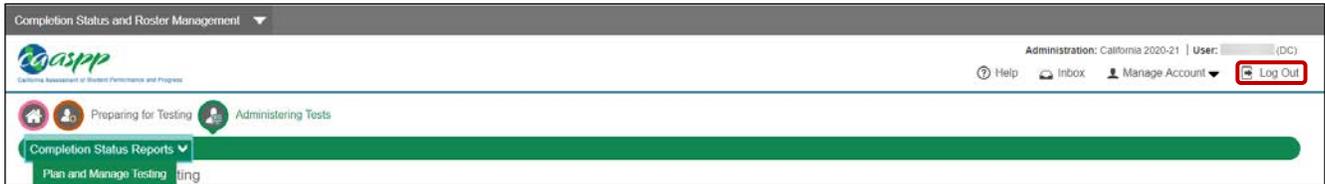


Figure 7. Menu bar with [Log Out] button

System Features



Resources:

- California Assessment of Student Performance and Progress (CAASPP) Manuals and Instructions web page—<https://www.caaspp.org/administration/instructions/>
- English Language Proficiency Assessments for California (ELPAC) Manuals and Instructions web page—<https://elpac.org/test-administration/instructions/>
- *2019–20 CAASPP and ELPAC Completion Status and Roster Management Guide* web document—<https://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.completion-status-roster-management-guide.2019-20.pdf>

All Completion Status features described next are available from both the Home Page Dashboard, which appears at first log on to the Completion Status system and displays every task a user can perform within the system, and the primary menu bar located on any page in the system.



Note: The Completion Status interface uses the term “test administrator” to indicate both the test administrator and test examiner roles.



Caution: Use the provided navigational tools and buttons to move between Completion Status screens. Do **not** use the web browser’s back button, as data may not load or refresh properly.

Home Page Dashboard

The Home Page Dashboard, shown in [figure 8](#), displays the task categories in the Completion Status system: Preparing for Testing and Administering Tests. Each category includes a drop-down menu with the available category-specific tasks.

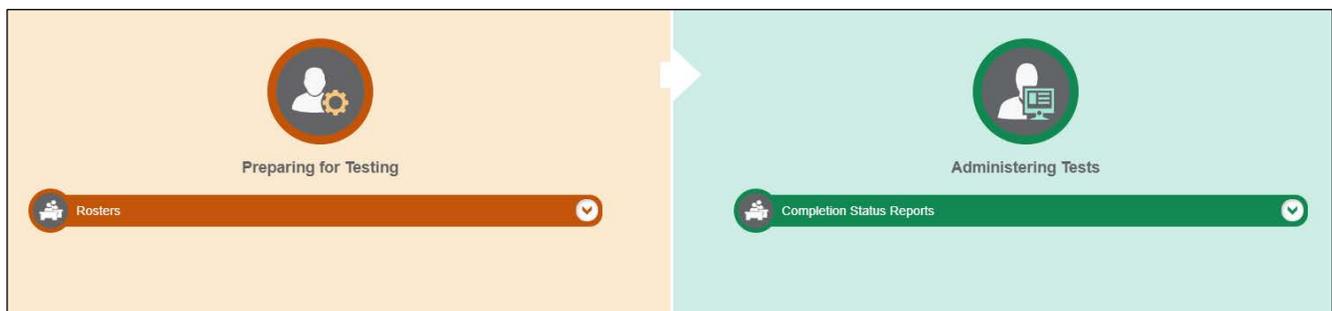


Figure 8. Home Page Dashboard

Each task drop-down menu contains a set of related tasks. For example, the *Completion Status Reports* drop-down menu contains three options: *Plan and Manage Testing*, *Test Completion Rates*, and *Search by SSID*. Refer to the [2019–20 CAASPP and ELPAC Completion Status and Roster Management Guide](#) web document for a description of the functions for the Roster Management system. Roster management is no longer available as of December 31, 2020.

To expand a task drop-down menu and view its set of related tasks, select the **[drop-down menu]** icon  or  located at the end of the menu. To perform a task, select the name of that task listed in this menu.

Header

The header, referred to in [figure 9](#), is located at the top of the screen and lists the user role for the user who is currently logged on to the system in the top right-hand corner. The single-sign on (SSO) system drop-down menu, which enables the user to switch between the CAASPP or ELPAC SSO systems, is located in the top left-hand corner of the header.

Additionally, the header includes the **[Log Out]** button, which enables the user to log off the system and prevents unauthorized access to student information.

Menu



Note: Actual screen appearance may contain slight variations due to device platform, browser variations, or both.

The menu bar, shown in [figure 9](#), appears when a user navigates away from the Home Page Dashboard. It contains four linked icons:

- The **[Home]** icon  takes the user to the Home Page Dashboard from any page within the system.
- The **[Preparing for Testing]** icon  and link produce the *Rosters* drop-down lists.
- The **[Administering Tests]** icon  and link produce the *Completion Status Reports* drop-down list from which users can select from the following tasks:
 - Plan and Manage Testing
 - Test Completion Rates
 - Search by SSID

Navigating the Completion Status System | System Features



Figure 9. Menu bar with *Completion Status Reports* drop-down list

- The [**more info**] button, shown at the end of the row where the **Information** symbol is, displays instructions on how to perform a task. This is shown in [figure 10](#) for creating a Completion Status report. Select this button again to collapse the instructions.

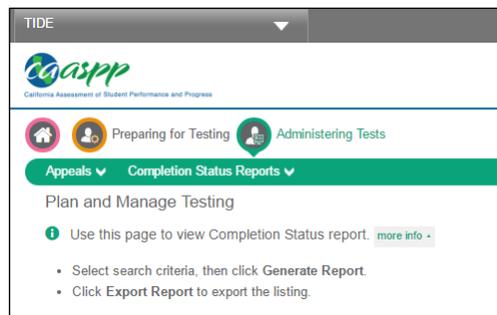


Figure 10. [more info] button

General Tools

The top of the Home Page Dashboard and menu bar contains several tools that can be used if additional assistance is required ([figure 11](#)).



Figure 11. General tools

- The [**Help**] button links to the *Online Guide* screen ([figure 12](#)) from which users can navigate to *Help* screens for specific needs.

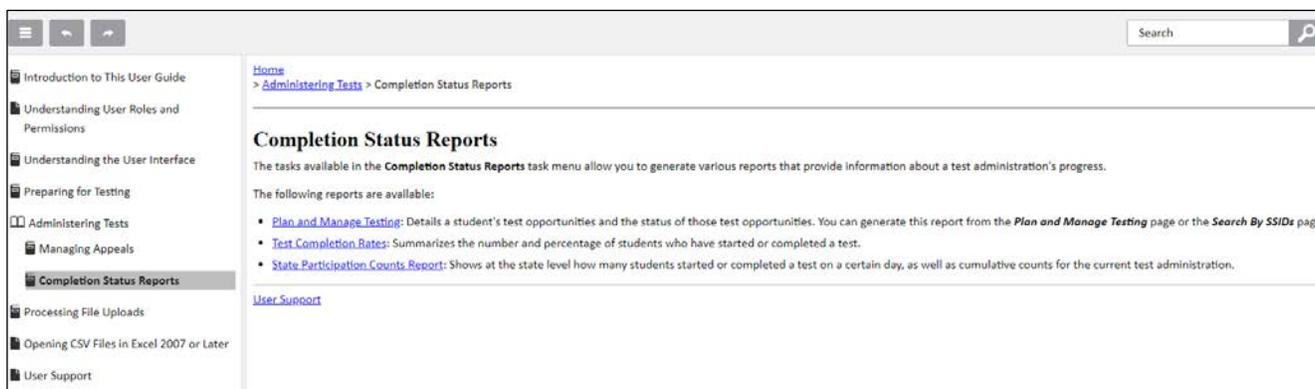


Figure 12. Sample Help screen

- The *Manage Account* drop-down menu ([figure 13](#)) displays the following tasks:
 - Change Role
 - My Contact
 - Reset Password

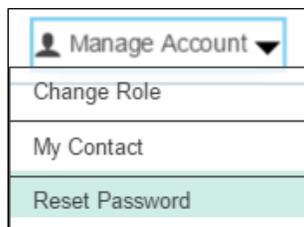


Figure 13. Manage Account drop-down menu

For more information about managing an account, refer to the online manual describing TOMS functions that is available on the CAASPP [Manuals and Instructions](#) or ELPAC [Manuals and Instructions](#) web page.

Navigating the Completion Status System | System Features

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Chapter 2. CAASPP and ELPAC Completion Status Reports

Generating Completion Status Reports



Note: The Completion Status interface uses the term “test administrator” to indicate both the test administrator and test examiner roles.

The tasks available in the Administering Tests task category allow authorized users to generate customized Completion Status reports to determine which students have completed or need to complete testing. Users may also check test completion rates by school, grade, subject or domain, and test opportunity. Refer to [table 2](#) for additional information about test opportunities.

Navigate the Interface

This screen offers the “Go to section” bar on the far left. This bar allows the user to quickly access a section of the *Plan and Manage Testing* screen. This is shown in [figure 14](#).

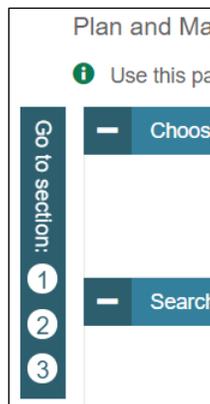


Figure 14. “Go to section” bar

This bar contains the numbers 1, 2, and 3, which correspond with the following sections of the *Plan and Manage Testing* screen:

1. Choose What
2. Search Students
3. Get Specific

Selecting a number jumps to that section of the screen. Hovering over a number shows its destination on the page.

Take the following steps to access the Administering Tests options:

- Select the Administering Tests task category to display the *Completion Status Reports* drop-down list at the top of each page (and shown in [figure 15](#)).
- Select the desired report type from the drop-down list.

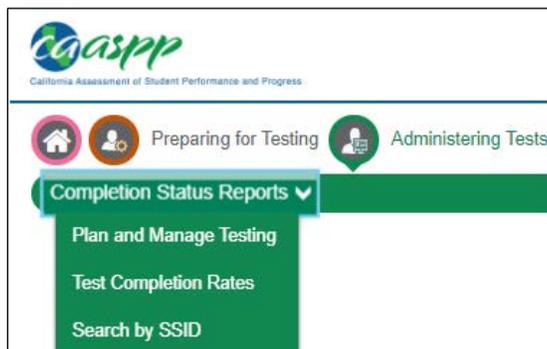


Figure 15. Completion Status Reports drop-down list

The *Plan and Manage Testing* option allows for the monitoring students' test progress by generating customized Completion Status reports to determine which students have completed testing, as well as which students have yet to begin or complete a test opportunity. Data displays according to the parameters selected. If no students are listed, it means that no students currently match the specified report criteria.

Two types of reports can be generated using the *Plan and Manage Testing* option:

1. [Online Testing Progress Report](#)
2. [Test Administrator Report](#)

Select Report Parameters

Report parameters are selected in three steps on the *Plan and Manage Testing* screen. These steps enable the user to specify the type of report to generate, the entity for which to generate the report, and the type of data to be viewed.

Step 1. Choose What

This section, shown in [figure 16](#), details how to generate a report based on specific tests and grade levels.

Figure 16. Step 1: “Choose What” options

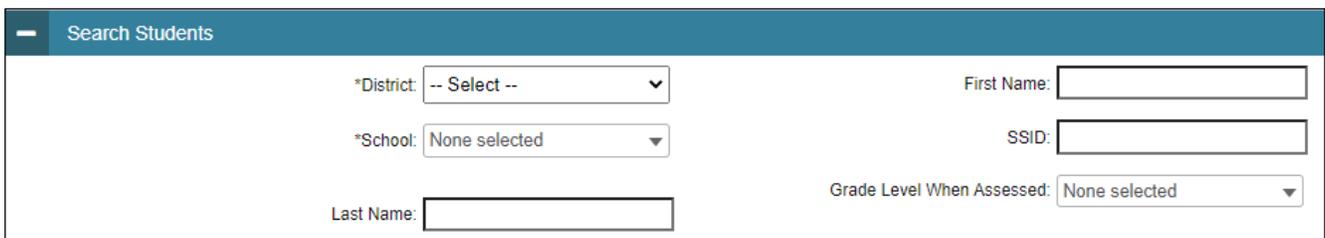
CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

The essential fields in the Step 1: “Choose What” section are as follows:

- **Test Instrument:** Select the test type from the *Test Instrument* drop-down list, which displays the following:
 - Alternate ELPAC: Alternate English Language Proficiency Assessments for California (*This assessment will appear after January 12, 2021.*)
 - CAA: California Alternate Assessments
 - CAST: California Science Test
 - CSA: California Spanish Assessment
 - Initial ELPAC: Initial English Language Proficiency Assessments for California
 - Smarter ELA: Smarter Balanced English Language Arts/Literacy Summative Assessment
 - Smarter ICA: Smarter Balanced Interim Comprehensive Assessment
 - Smarter IAB: Smarter Balanced Interim Assessment Block
 - Smarter Math: Smarter Balanced Mathematics Summative Assessment
 - Summative ELPAC: Summative English Language Proficiency Assessments for California
- **Administration:** Allows for the selection of the current test administration year; this is the only option
- **Test Name:** Enables the selection of one or all of the test names from which to generate a report

Step 2. Search Students

This section, shown in [figure 17](#), allows for the generation of a report for a specific local educational agency (LEA) and school.



The screenshot shows a form titled "Search Students" with the following fields:

- *District: -- Select -- (dropdown menu)
- *School: None selected (dropdown menu)
- First Name: (text input field)
- SSID: (text input field)
- Last Name: (text input field)
- Grade Level When Assessed: None selected (dropdown menu)

Figure 17. “Step 2: Search Students” options

The constituent fields in the “Step 2: Search Students” section are as follows:

- **District:** This option is only applicable for users who are associated with more than one LEA. For most users, the LEA with which the user is associated in the Test Operations Management System (TOMS) will already be selected.

- **School:** This is only applicable for users, such as LEA-level users, who are associated with more than one school. For most users, the school with which the user is associated in TOMS will already be selected. Users associated with multiple schools will have additional values (i.e., schools) from which to select.
- **Group:** This is an optional field that enables the generation of a report for a specific test administrator or test examiner. The drop-down list contains all of the assigned test administrators and test examiners associated with the selected school. The field is defaulted to “All.”
- **Last Name**
- **First Name**
- **SSID**
- **Grade Level When Assessed**

Step 3. Get Specific

This section, shown in [figure 18](#), provides a choice of filters that best match the data a user wants to view. Each filter generates a report containing students whose information matches the selected parameters.

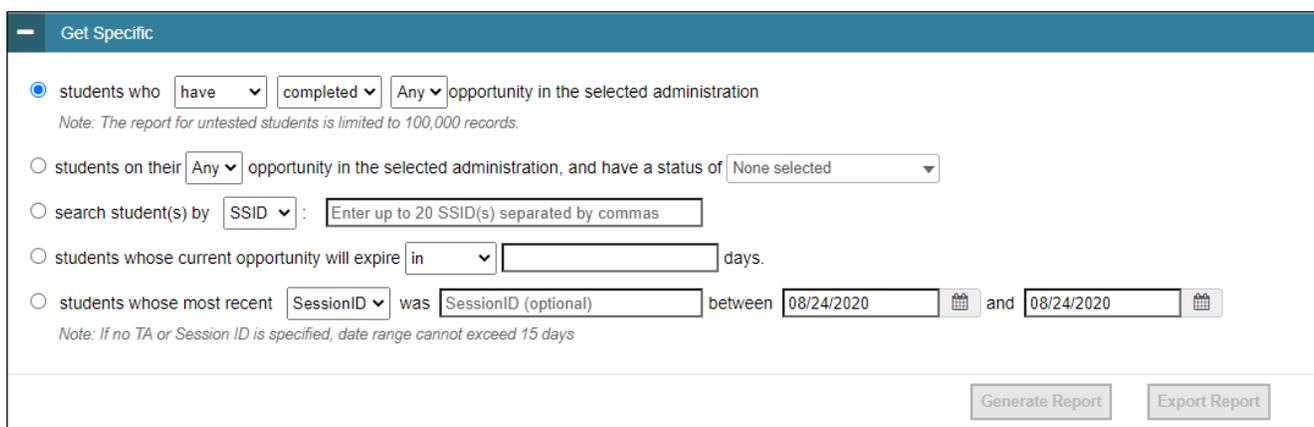


Figure 18. Step 3: Get Specific options

To select the parameters in this section:

1. Select the radio button for the row that has the desired parameters.
2. Specify the required values for the parameters in the selected row.

The report filter options are listed next. The report can be filtered by a number of criteria, including grade, test, school, group, and test statuses, such as students who have started tests and who have started within the test administration year. The values in brackets [] are the parameter values that are available for selection. The options are:

CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

- **students who [have/have not] [completed/started] [Any/1st/2nd/3rd] opportunity in the selected administration**
 - Determine which students have or have not completed testing.
 - Determine which students have or have not started testing.
 - If the test instrument was a summative assessment, the opportunity options are *Any* and *1st*.
 - Refer to [table 2](#) for additional information about test opportunities.
- **students on their [Any/1st/2nd/3rd] opportunity in the selected administration and have a status of [student test status]**
 - Determine which students have a specified test status for the selected test opportunity. For a list of test statuses and associated definitions, refer to [table 3](#).
 - Refer to [table 2](#) for additional information about test opportunities.
 - If the test instrument was a summative assessment, the opportunity options are *Any* and *1st*.
- **search student(s) by [SSID/Name]: [##]**
 - Search for students by entering a Statewide Student Identifier or a name.
 - Enter up to 20 SSID(s) separated by commas.
- **students whose current opportunity will expire in [##] days**
 - Determine which of the students currently testing have at least one test that will expire shortly. For example, enter “2” days to determine who needs to complete testing by the end of the next day.
- **students whose most recent [SessionID or TA Name] was [SessionID] between [start date] and [end date]**
 - Search for students who were in a specific session and view the current test status.
 - To view this report, enter the test administrator or test examiner’s Session ID *or* enter the test administrator or test examiner’s name, and then select a Session ID associated with the test administrator or test examiner. It is necessary to select the *date* fields to enter the time frame associated with the test administration.
 - This report will return the most recent completion status data for students who have taken the selected test. The *Session ID* and *TA Name* fields are optional. These fields may be left blank and the user can simply search for completion information within a particular date range. If the *Session ID* or *TA Name* is not specified, the date range is limited to 15 days.



Note: Students will have one opportunity to take each assigned summative assessment. The opportunity number drop-down list will be functional only after students have taken the tests. The generated reports may also include multiple rows per student, as each content area or domain available to the student will appear on a unique row.

Generate a Completion Status Report

A Completion Status report may be generated from the *Plan and Manage Testing* option. To generate a Completion Status report:

1. Select the *Plan and Manage Testing* option from the *Completion Status Reports* drop-down list.
2. Select the parameters for the report on the *Plan and Manage Testing* screen (refer to the [Select Report Parameters](#) subsection).
3. Select the [**Generate Report**] button on the bottom of the *Plan and Manage Testing* screen to view the results of the selected parameters on the screen. To download or export the information on the screen, select the [**Export Report**] button to open the report in Microsoft Excel. These buttons are shown in [figure 19](#).



Figure 19. Report buttons



Warning: Reports show student information, which is secure data. Adhere to school security policies to ensure this data remains protected.



Caution: The information displayed on the report reflects available data as of the time the report was generated. To update the information displayed in the report, a new report must be generated. Do *not* use the web browser's refresh or reload function to update the page as this action may not provide the most current information.

CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

Completion Status Report Types

Online Testing Progress Report

The Online Testing Progress Report, shown in [figure 20](#) for the CAASPP Smarter Balanced Interim Assessment, is generated if the user selects any of the first three opportunity-related radio buttons in the “Step 3: Get Specific” section of the *Plan and Manage Testing* screen. Column headings are shown in [table 2](#). [Table 3](#) defines the possible values in the *Status* column.



The screenshot shows a web application interface for "Completion Status Reports". At the top, it indicates "Number of students found: 46" and has a search bar. Below is a table with columns: Name, SSID, District Name, Enrolled Grade, Restricted Subjects, School Name, Current ELL, Test, Language, Opportunity, TA Name, Session ID, Status, Results ID, Restarts, Restarts within Grace Period, and Date Started. A dropdown menu is open on the right, listing all these columns with checkboxes, most of which are checked. The table contains several rows of data, including records for Grade 11 ELA Interim Assessment (ICA - Part 1), Grade 11 ELA Performance Task (ICA - Part 2), and Grade 7 MATH Interim Assessment (ICA - Part 1).

Figure 20. Online Testing Progress Report—Interims

Features of the Online Testing Progress Report

- **Navigation Tools:**

- By default, 100 student records can be displayed on the screen at a time. Navigation buttons are displayed at the bottom of the report to enable navigation through all the retrieved records.
- By default, the table displays 20 columns of available data. To view all of the available data, use the horizontal scroll bar at the bottom of the report. [Table 2](#) identifies all of the columns present in an Online Testing Progress Report and provides a description of each one. [Table 3](#) provides a definition for each test status (listed in the status column).

- **Hide/Show Columns:** Show or hide columns in the table by selecting the **[Show/Hide Columns]**  icon in the top-right corner of the table ([figure 20](#)). When this icon is selected, a list of the columns in the table is displayed.

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Uncheck the checkboxes next to the columns to hide them. This will remove the columns from view. To remove the list from view, move the cursor away from the arrow icon.

- **Sort Results by Attribute:** The Completion Status report data can be sorted in any column. Select the column header to sort data in ascending (A–Z; 1–10) or descending (Z–A; 10–1) order. The default sort order is by *Student Name*, in ascending order by last name.
- **General Tools:** The Online Testing Progress Report also provides access to the Help and Manage Account tools. For information on the functions of each of these tools, refer to [General Tools](#).

Table 2. Online Testing Progress Report Column Attribute Definitions

Column	Description
Name	Student’s legal name (last name, first name)
SSID	The student’s unique California Statewide Student Identifier (SSID)
District Name	The LEA in which a student’s school is located
Enrolled Grade	The grade in which a student is enrolled
Restricted Subjects	<p>The content area or domain in which the student is restricted (i.e., blocked) from taking tests</p> <ul style="list-style-type: none"> • This field is populated with the restricted content area or domain. (For example, “Science” shows for a student in high school who has taken a science assessment in a prior year.) • CAASPP students assigned the PGE or NTE condition code • Initial ELPAC students having a domain exemption or alternate assessment indicator • Summative ELPAC students having a domain exemption
School Name	The school in which a student is enrolled
Current ELL	<p>Indicates whether the student is an English learner (EL)</p> <ul style="list-style-type: none"> • This field is populated as a Y/N value.
Test	Test name for this student record (e.g., Grade 11 Math CAT Test); shows the Summative or Initial ELPAC domain if the domain is its own opportunity
Language	The language setting that was assigned to the student (English, Spanish, or braille for CAASPP assessments; and English or braille for the Initial or Summative ELPAC)

CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

Table 2 (continuation one)

Column	Description
Opportunity	<p>The opportunity number for a specific student record</p> <ul style="list-style-type: none"> • For the current testing administration, one opportunity is available per student per content area or domain-level test for the following assessments: <ul style="list-style-type: none"> - Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics - California Science Test (CAST) - California Alternate Assessments (CAAs) for ELA and mathematics - California Spanish Assessment (CSA) - Summative English Language Proficiency Assessments for California (ELPAC) - Initial ELPAC - Alternate ELPAC • Each embedded performance task administered as part of the CAA for Science is one opportunity, for a total of four. • Three opportunities are available for each Interim Comprehensive Assessment (ICA). • Ninety-nine opportunities (i.e., unlimited) are available for the Interim Assessment Blocks (IABs).
TA Name	<p>The test administrator or test examiner who created the session in which the student is currently testing (or in which the student completed the test)</p>
SessionID	<p>The Session ID to which the test is linked</p>
Status	<p>The status for that specific opportunity (Refer to Table 3 for test status definitions.)</p>
Results ID	<p>The unique identifier linked to the student’s results for that specific opportunity</p> <ul style="list-style-type: none"> • This information is used for results processing and is internal to the test provider.
Restarts	<p>The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three “Restarts”)</p> <ul style="list-style-type: none"> • This includes Restarts within Grace Period—refer to the next row.

CAASPP and ELPAC Completion Status Reports |
Generating Completion Status Reports

Table 2 (continuation two)

Column	Description
Restarts within Grace Period	<p>The total number of times a student has resumed an opportunity within 20 minutes after a test was paused (e.g., if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 35 minutes after the third pause, then this column will show two Restarts within Grace Period) (This column does not apply to the alternate assessments.)</p> <ul style="list-style-type: none"> • A student has a timeout period of 30 minutes before the test is paused automatically by the test delivery system. The student can be idle in an active test for 30 minutes and still remain logged on to the test with access to all previously viewed items within a test segment. However, once a test is paused automatically, it can be paused for only 20 minutes (the grace period). A test paused for more than 20 minutes will expire, and the student will not be able to review any previous answers. • Requests for a restart (Grace Period Extension) must be filed in the Security and Test Administration Incident Reporting System.
Date Started	The date when the first test item was presented to the student for that opportunity
Date Completed	The date when the student submitted the test for scoring
Last Activity	<p>The date of the last activity for that opportunity or record</p> <ul style="list-style-type: none"> • A “completed” test can still have activity as it is processed for reporting.
Expiration Date	The date the test opportunity expires
Force Complete Date	<ul style="list-style-type: none"> • <i>CAASPP</i>: Either the day after the final day of the selected testing window <i>or</i> the day after the statewide testing window has closed, a test is force-completed (i.e., when one or more portions of the test that had not been logged on to by the student is sent, instead, to the system for scoring); applicable to multipart tests such as the Smarter Balanced for ELA or mathematics and the CAA for Science. • <i>ELPAC</i>: The day after the statewide testing window has closed, a test is force-completed (i.e., when one or more domains of the test that had not been logged on to by the student or kindergarten through grade two Writing domain Answer Book was never submitted, the test is sent, instead, to the system for scoring). For the Alternate ELPAC, this date is February 16, 2021.

CAASPP and ELPAC Completion Status Reports |
Generating Completion Status Reports

Table 3. Test Status Definitions

Status	Definitions
Approved	The test administrator or test examiner has approved the student for the session, but the student has not yet started or resumed the test.
[blank]	The student has not begun this test.
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Denied	The test administrator or test examiner denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the test administrator or test examiner approves or denies the student.
Expired	<p>The student’s opportunity has not been completed and cannot be resumed because the test opportunity has expired.</p> <ul style="list-style-type: none"> • CAASPP performance tasks generally expire after 10 days; non-performance tasks expire after 45 days. • For the CAAs and the CAST, assessments expire after 45 days. • For the Summative ELPAC, the test opportunities for Listening and Reading expire after 45 days and for Speaking and Writing, after 20 days. • For the Initial ELPAC, test opportunities expire after 20 days for all domains. • For the Alternate ELPAC Operational Field Test, test opportunities expire at the end of the testing window.
Invalidated	The CAASPP test result has been invalidated as a result of a STAIRS incident that leads to an Invalidate Appeal. <i>(This Appeal type does not apply to the ELPAC.)</i>
Paused	<p>The student’s test is currently paused. The following scenarios will result in a paused status:</p> <ul style="list-style-type: none"> • The student pauses the test by selecting the [Pause] button. • The student has been idle longer than 30 minutes, and then the system pauses the test. • The test administrator or test examiner pauses the student’s test. • The test administrator or test examiner stops the session. • A technical problem with the student’s device or secure browser results in a loss of connectivity to the test delivery system. <p>The time listed with this status indicates how long the student’s test has been in the “paused” status.</p>

Table 3 (continuation)

Status	Definitions
Pending	<p>The student is awaiting test administrator or test examiner approval for a new test opportunity.</p> <ul style="list-style-type: none"> • For the CAASPP assessments in the current testing administration, one opportunity is available per student per test for the Smarter Balanced Summative Assessments for ELA and mathematics, the CAST, the CAAs for ELA and mathematics. • Each embedded performance task administered as part of the CAA for Science is one opportunity, for a total of four. • Three opportunities are available for each ICA. • Each ELPAC domain that is administered online is its own opportunity, with a maximum total of four opportunities. • Ninety-nine opportunities (i.e., unlimited) are available for the IABs.
Reported	<p>All quality assurance and scoring work is complete, and the results will be posted on the Online Reporting System when made available. For interim assessments, results will be posted on the Interim Assessment Reporting System when made available.</p>
Review	<p>The student has answered all test items and is currently reviewing the answers before submitting the test. (A test with a “review” status is not considered complete.)</p>
Scored	<p>The test delivery system has processed the student’s responses to items on the test.</p>
Started	<p>The student has started the test and is actively testing.</p>
Submitted	<p>The test has been submitted for quality assurance review and validation before scores can be released. A quality assurance engine examines submitted tests for a number of statistical elements before they are reported, including reviews for scoring errors. Results with this status are not yet available to be viewed.</p>
Suspended	<p>The student is awaiting test administrator or test examiner approval to resume a test opportunity.</p>

Test Administrator Report

The Test Administrator Report provides information about the test sessions that match the search parameters, the name of the test administrator or test examiner for the sessions, and the number of students associated with each of those sessions. For the Test Administrator Report, the date range is a required field. The test administrator or test examiner name is an optional field, but without a test administrator or test examiner’s name, the date range must not exceed 15 calendar days from the date the report is generated.

CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

Take the following steps to access the Test Administrator Report:

1. Select the *students whose most recent* radio button in “Step 3: Get Specific” of the *Plan and Manage Testing* screen, as shown in [figure 21](#).

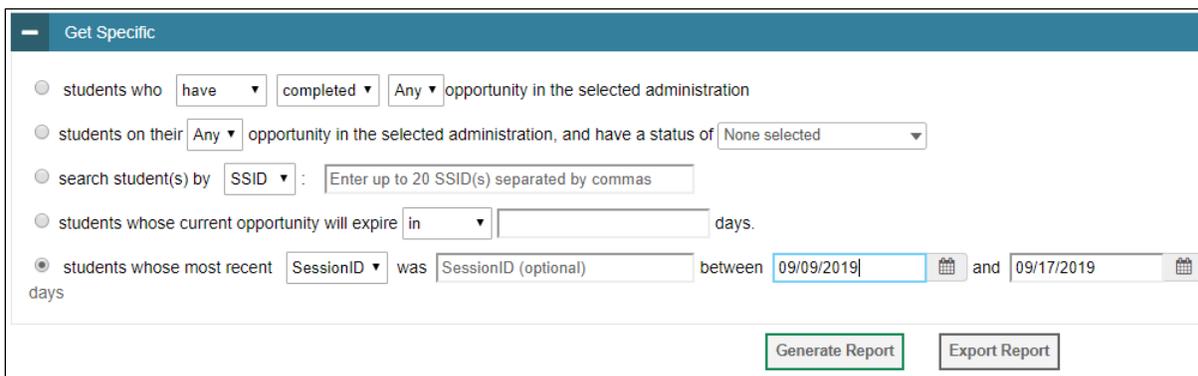


Figure 21. “Step 3: Get Specific” of the *Plan and Manage Testing* screen

2. Enter a date range; a report will not be generated without a date range.
3. The Test Administrator Report ([figure 22](#)) is generated.

Test Administrator Name	Session ID	# of Students in Session	# of Test IDs in Session	View	Export
LastName, FirstName	UAT-00D6-3	1	1	<input type="button" value="View"/>	<input type="button" value="Export"/>
LastName, FirstName	UAT-0F91-3	1	1	<input type="button" value="View"/>	<input type="button" value="Export"/>

Figure 22. Test Administrator Report

Features of the Test Administrator Report

Similar to the Online Testing Progress Report, the Test Administrator Report allows columns to be hidden or shown, data to be sorted, and the general tools available on the screen to be utilized.

Additionally, the Test Administrator Report allows the generation of or exporting of the Online Testing Progress Report for the selected test administrator or test examiner and session. [Table 4](#) identifies the columns in the Test Administrator Report, and [table 5](#) identifies the Test Administrator Report tools.

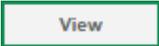
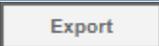
Table 4. Test Administrator Report Columns

Column	Description
Test Administrator Name	Test administrator or test examiner’s name (first name, last name)
Session ID	The Session ID to which the tests are linked
# of Students in Session	The number of students testing or tested in the specified session

Table 4 (continuation)

Column	Description
# of Test IDs in Session	<p>The number of test IDs that have been generated for the session</p> <ul style="list-style-type: none"> A test ID is a unique identifier used by the software that says which test[s] students may take in a given session. A test session where the test administrator or test examiner has selected the grade three adaptive mathematics test and the grade four ELA performance task has two test IDs.

Table 5. Test Administrator Report Tools

Tools	Description
	<p>Allows the user to generate the Online Testing Progress Report for the selected test administrator or test examiner and session</p> <ul style="list-style-type: none"> For information on the Online Testing Progress Report, refer to the Online Testing Progress Report subsection previously.
	<p>Allows the user to export the Online Testing Progress Report for the selected test administrator or test examiner and session</p>

Test Completion Rates Reports



Note: The Completion Status interface uses the term “test administrator” to indicate both the test administrator and test examiner roles.

Local educational agency (LEA)- and school-level users may generate a Microsoft Excel spreadsheet that displays the total number of students who have started and completed each test. The spreadsheet also provides information about the number of students who are associated with the selected entity. The reports can be viewed in Microsoft Excel and uploaded into most data analysis programs.

The reports, described in [table 6](#), can be generated at different user levels for all tests or for one specific test. Refer to [table 7](#) for a detailed description of each column provided in the report.



Warning: Reports show student information, which is secure data. Adhere to school security policies as well as to security requirements outlined in the signed *Test Security Agreement* (LEA California Assessment of Student Performance and Progress [CAASPP] and English Language Proficiency Assessments for California [ELPAC] coordinators and CAASPP and ELPAC test site coordinators) and *Test Security Affidavit* (test administrators, test examiners and others having access to tests) to ensure this data remains protected.

Table 6. Test Completion Rates Reports

Report Type	Description	Access
District Test Completion Rates	This report contains data for the selected LEA.	LEA-level users may generate a report for the LEA(s) with which they are associated in the Test Operations Management System (TOMS).
School Test Completion Rates	This report contains data for the selected school or for all the schools in the selected LEA.	LEA-level users may generate this report for all schools under the LEA’s jurisdiction, while school-level users may generate a report for the school(s) with which the users are associated in TOMS.

Accessing a Test Completion Rates Report

The Test Completion Rates Report may be generated by selecting the *Test Completion Rates* option from the *Completion Status Reports* drop-down list, shown in [figure 23](#).



Figure 23. *Completion Status Reports* drop-down list

Select the Test Completion Rates Report Parameters and Generating the Report

The parameters required for generating a Test Completion Rates Report include selecting the test instrument, the current administration year, the report type, and the test IDs intended to be included in the report. [Figure 24](#) shows the *Test Completion Rates* options.

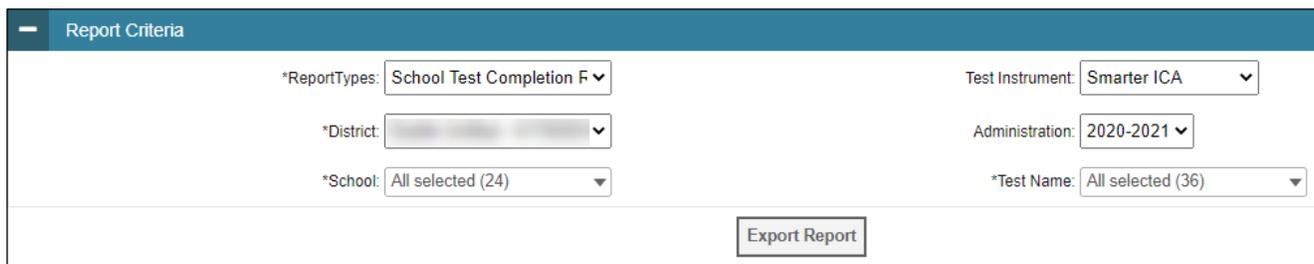


Figure 24. *Test Completion Rates* options



Note: The reports that are available to the user are determined by the user's role in TOMS. The parameters that must be specified to generate the report vary based on the report selection.

Step 1. Select a Report

Select the desired report from the *ReportTypes* drop-down list, which displays all reports available based upon the user's role. For example, a school-level user will only have permission to generate the School Test Completion Rates Report.

CAASPP and ELPAC Completion Status Reports | Test Completion Rates Reports

Step 2. Select an Entity

Select the desired LEA and school from the fields that are displayed based on the selected report.



Note: For most users, the entity will be preselected. If a user is associated with more than one LEA or school, the user will have the ability to generate a report for each of the entities for which that user has rights.

Step 3. Select a Test Instrument

Select the test type from the *Test Instrument* drop-down list.

Step 4. Select an Administration

Select the current administration year from the *Administration* drop-down list. (This is the only option.)

Step 5. Select Test Name

Select a single test or all tests for viewing. The default value is set to “All selected.”

Step 6. Generate the Report



Warning: Reports show student information, which is secure data. Adhere to school security policies to ensure this data remains protected.



Notes:

- For all CAASPP tests, students for whom the Not tested due to medical emergency (NTE) and Parent/Guardian exemption (PGE) condition codes have been associated are represented in the denominator of the Test Completion Rates Reports.
- For the Summative and Initial ELPAC, students for whom a domain has been exempted or for whom the Alternate ELPAC Operational Field Test has been assigned are represented in the denominator of the Test Completion Rates Report.
- The California Spanish Assessment (CSA) is administered within the test delivery system and is included in the Test Completion Rates Report.

CAASPP and ELPAC Completion Status Reports | Test Completion Rates Reports

Generate the report by selecting the **[Export Report]** button. This will create the report in an Excel spreadsheet, which can be saved or viewed. [Figure 25](#) is a sample of an LEA-level Test Completion Rates spreadsheet report. [Table 7](#) lists the column descriptions in the report that is produced.

Date	Administration	Test	Test Name	District ID	District Name	School ID	School Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 6 ELA - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		A Sample School	1	1	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 6 ELA - Performance Task (ICA - Part 2)	1111111111111111	Sample Unified		B Sample School	1	1	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 6 MATH - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		C Sample School	1	1	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 6 MATH - Performance Task (ICA - Part 2)	1111111111111111	Sample Unified		D Sample School	1	1	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 3 ELA - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		E Sample School	1	28	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 3 ELA - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		F Sample School	2	28	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 3 ELA - Performance Task (ICA - Part 2)	1111111111111111	Sample Unified		G Sample School	1	28	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 3 MATH - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		H Sample School	1	28	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 3 MATH - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		I Sample School	2	28	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 3 MATH - Performance Task (ICA - Part 2)	1111111111111111	Sample Unified		J Sample School	1	28	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 4 ELA - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		K Sample School	1	42	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 4 ELA - Performance Task (ICA - Part 2)	1111111111111111	Sample Unified		L Sample School	1	42	0	0	0.00%	0.00%
8/24/2020 5:00:00 AM	2020-2021	Smarter ICA	Grade 4 MATH - Interim Assessment (ICA - Part 1)	1111111111111111	Sample Unified		M Sample School	1	42	0	0	0.00%	0.00%

Figure 25. Sample Test Completion Rates Report for tests within the LEA

Table 7. Test Completion Rates Report Column Descriptions

Column	Description
Date	The date and time that the report was generated
Administration	Test administration year (Only the current test administration year is reported.)
Test	Testing program
Test Name	The grade, test, and subject or domain that are being reported
District ID	The ID number of the reported LEA
District Name	The name of the reported LEA
School ID	The ID number of the reported school <ul style="list-style-type: none"> This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.
School Name	The name of the reported school <ul style="list-style-type: none"> This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.

CAASPP and ELPAC Completion Status Reports |
Test Completion Rates Reports

Table 7 (continuation one)

Column	Description
Opportunity	<p>The test opportunity number that is being reported</p> <ul style="list-style-type: none"> • For the current testing administration, one opportunity is available per student per test for the following assessments: <ul style="list-style-type: none"> - Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics - California Science Test - CAAs for ELA and mathematics - CSA - Summative and Initial ELPAC (each domain) - Alternate ELPAC • Each embedded performance task administered as part of the CAA for Science is one opportunity, for a total of four. • Three opportunities are available for each Interim Comprehensive Assessment. • Ninety-nine opportunities (i.e., unlimited) are available for the Interim Assessment Blocks.
Total Student	<p>The number of students associated with the LEA or school in TOMS</p> <ul style="list-style-type: none"> • For all CAASPP tests, students for whom the Not tested due to medical emergency (condition code NTE) or Parent/Guardian exemption (condition code PGE) has been assigned are represented in the denominator of the Test Completion Rates Reports. • For the Summative and Initial ELPAC, students for whom a domain has been exempted or for whom the Alternate ELPAC Operational Field Test has been assigned are represented in the denominator of the completion reports. • This number will not be used for accountability purposes and is purely informational.
Total Student Started	<p>The number of students who have started the test</p>
Total Student Completed	<p>The number of students who have finished the test and submitted the test for scoring</p> <ul style="list-style-type: none"> • This number includes completion rates for students whose test administrator or test examiner entered results into the Data Entry Interface.

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Test Completion Rates Reports

Table 7 (continuation two)

Column	Description
Percent Started	The percentage of students who have started the test out of the total number of students registered with the LEA or school in TOMS to take the test
Percent Completed	The percentage of students who have completed the test out of the total number of students registered with the LEA or school in TOMS to take the test

CAASPP and ELPAC Completion Status Reports |
Test Completion Rates Reports

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Chapter 3. Appendices

User Support

For answers to questions that this document does not answer, test administrators, test examiners, and California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) test site coordinators should contact the local educational agency (LEA) CAASPP or ELPAC coordinator, who will contact the California Technical Assistance Center (CaITAC).

CaITAC for LEA CAASPP and ELPAC Coordinators

When CaITAC is contacted, the representative will ask for as much detail as possible about the issue(s) encountered.

CaITAC Help Desk for LEA CAASPP and LEA ELPAC Coordinators
Toll-Free Phone Support: 800-955-2954
Email Support: caltac@ets.org
Websites: <https://www.caaspp.org/> and <https://www.elpac.org/>

Always include the following information:

- Information technology/network contact person and contact information
- Statewide Student Identifier(s) of affected students
- Operating system and secure browser version information
- Any error messages and codes that appeared, if applicable
- Information about the network configuration:
 - Wired or wireless internet network setup



Warning: Never provide any other student information, as doing so may violate Family Educational Rights and Privacy Act policies.

Change Log

There currently are no change log items.

Change(s)	Section(s)	Date
[To be determined]	[To be determined]	[To be determined]
[To be determined]	[To be determined]	[To be determined]