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**From:** CalTAC <CalTAC@info.ets.org>  
**Sent:** Friday, November 8, 2019 10:36 AM  
**To:**  
**Subject:** CAASPP Reminder: 2019-20 Deadline for Test Administration Window Setup



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**NEW RESOURCE AVAILABLE: [TOMS: Setting Up Your Test Administration Window](#) video**

Dear LEA CAASPP Coordinator:

The deadline for setting up a 2019–20 CAASPP test administration window in the Test Operations Management System (TOMS) is December 1, 2019. Because this date falls on a Sunday this year, **please plan accordingly and establish the local educational agency’s (LEA’s) test administration window by November 29, 2019. Users will not be able to set up a 2019–20 test administration window after December 1, 2019, and must contact the California Technical Assistance Center (CalTAC) to set up the test administration after this date.**

Schools within a LEA may have a variety of beginning and ending dates of instruction because of multiple tracks, which means an LEA may have more than one test administration window for each test group (Smarter Balanced, California Alternate Assessments [CAAs], California Science Test [CAST]). Up to six test administration windows can be configured.

The following are considerations when establishing the LEA’s test administration window:

- Set up an instructional calendar that includes all noninstructional days in TOMS before setting up the LEA’s test administration window(s) for Smarter Balanced Summative Assessments, CAST, and CAA.
- LEAs have the option to designate a shorter selected testing window within the larger regulatory testing window. These selected testing windows must contain at least 25 instructional days. Once a shorter selected testing window has been established, this selected window will be enforced.
- The CAA for Science is available from September 3, 2019, to the final day of the LEA’s instructional calendar or July 15, 2020, whichever comes first. During test administration setup in TOMS, the *Activate* checkbox is checked by default and cannot be edited, which means its administration does not affect the dates of a selected testing window.

- The test administration window start and end dates in for the California Spanish Assessment (CSA) are fixed and cannot be edited. During test administration setup in TOMS, the *Activate* checkbox for the CSA is unchecked; check this box to add the CSA to the selected testing window.
- Access to the summative assessments will open on the first day of the selected testing window. Once the selected testing window has closed, students in the LEA assigned to test during the window will no longer have access to the summative assessments. A testing window cannot be reopened.
- A demographic snapshot in TOMS is taken on the last day of the LEA's selected testing window or when a student exits a grade or school. Students should not be exited from programs such as free and reduced-price lunch or special education programs in the California Longitudinal Pupil Achievement Data System (CALPADS) until after the selected testing window has closed.

The following are additional reminders of actions to take prior to testing:

- Verify that the primary shipping, secondary shipping, billing, and reporting shipping addresses listed for the LEA are correct in TOMS. To do this, select the **[Organizations]** tab in the top navigation bar, search for the LEA or entity within the LEA, and then select the **[Addresses]** tab. Note that each address must be a physical address; special version materials (braille and large print) cannot be shipped to a post office box.
- Ensure that all student information is up to date and correct in CALPADS.

Please refer to the online, contextual help in TOMS for assistance in setting up a test administration window.

Questions about setting up a test administration window, and all other questions related to the 2019–20 CAASPP administration, should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

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