



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

<p>TITLE: 2015-16 CAASPP Security Forms, Principal’s Portal Requirements, and Testing Operations Management System (TOMS) System Update</p> <p>NUMBER: REF-6578</p> <p>ISSUER: Cynthia Lim, Executive Director Office of Data and Accountability</p> <p style="padding-left: 40px;"><u>Due Date: October 13, 2015</u></p> <p>DATE: September 21, 2015</p> <p style="padding-left: 40px;"><u>This request for information has been approved by the Office of the Superintendent of schools or his designee.</u></p> <p>PURPOSE: The California Department of Education (CDE) and the test vendor, Educational Testing Service (ETS), for California Assessment of Student Performance and Progress (CAASPP) are updating and enhancing the Test Operations Management System (TOMS) in preparation for the 2015-16 CAASPP Summative online tests.</p> <p>The purpose of this Reference Guide is to describe the transition from the 2014-2015 TOMS to the 2015-16 TOMS which will include:</p> <ul style="list-style-type: none"> • Principals certifying the 2015-16 CAASPP Security Agreement and Security Affidavit in the Principal’s Portal, • Principals appointing a CAASPP Coordinator and Technology Coordinator in the Principal’s Portal, • CAASPP Test Coordinators completing the required 2015-16 CAASPP Security Agreements and Affidavits via the Learning Zone, • Procedures for transitioning the Test Administrator (TA) TOMS access from 2014-15 to 2015-16. <p>MAJOR CHANGES:</p> <ul style="list-style-type: none"> • CAASPP Security forms have been updated for 2015-2016 and will replace the 2014-2015 forms. • TOMS access for all Site Coordinator (SC) and Test Administrator (TA) users will be deleted as of October 1, 2015. • Test Administrator (TA) users will be required to complete a Learning Zone class and assessment before gaining TOMS access. A file of 2014-15 TOMS users will be available for each school to review and update for 2015-16. Once this file is updated by the school, it may be uploaded to TOMS. 	<p>ROUTING</p> <p>LD Administration Principals Assistant Principals Testing Coordinators CAASPP Coordinators</p>
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INSTRUCTIONS: In spring 2016, schools will be administering CAASPP paper-pencil tests, computer-based Smarter Balanced Summative tests, and California Alternate Assessment (CAA) tests. For Smarter Balanced, schools will be granted early access to the Test Operations Management System (TOMS) for updating student records and for the Smarter Balanced Interim Assessments. Authorized users will be able to manage test administrators, download school files and designate test settings for students in preparation for spring 2016 testing.

Before gaining access to secure Smarter Balanced web-based applications, the principal and CAASPP Site Coordinator are required to read, agree to, and sign a CAASPP Test Security Agreement and a CAASPP Test Security Affidavit. Initially, the principal and coordinator will electronically certify the security documents online as described in this document. Signed copies of the security documents will be submitted to the school's designated Testing Center in spring 2016. A copy of the signed documents must also be maintained in school files for 24 months from the date signed.

The District is responsible for ensuring that schools comply with CAASPP requirements for each test the school administers. The District uses the Principal's Portal to monitor timely completion of security forms, training, and other CAASPP-related activities as required by State guidelines and regulations.

I. PRINCIPALS PORTAL

The principal is responsible for entering required information in the Principal's Portal.

To access the Principal's Portal go to <https://principalportal.lausd.net/>

- Click on the *State Testing Program Requirements* link.
- In the *Testing Menu*, scroll down to the CAASPP certification box.

A. CAASPP Security Documents

Only principals and CAASPP Coordinators who have electronically submitted the 2015-2016 CAASPP Security Agreement and Security Affidavit forms by October 13, 2015 will receive access to TOMS on October 15, 2015 when the 2015-16 TOMS system is brought back online. Forms submitted after the October 13th due date will be processed accordingly.

Starting as soon as possible, staff needing TA access will be required to complete the "2015-16 CAASPP Security Forms Teacher Training" in the Learning Zone, print the certificate of completion for the class, and sign a hard copy of the 2015-16 CAASPP Security Affidavit forms. No TOMS



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access should be given until a certificate of completion and a signed Affidavit is on file at the school. Retain these originals throughout the school year. CAASPP Coordinators will be required to submit copies of both documents to the school’s designated Testing Center at the end of testing in the spring.

- **Principal Security Documents**

Principals will electronically certify the CAASPP test security documents in the Principal’s Portal. Principals at schools with no access to the Principal’s Portal are required to fax the signed security documents to the Student Testing Branch at (213) 241-8461. (See Attachments A and B.)

Steps on how Principals Electronically Certify CAASPP Security Documents
<p>The principal must certify both the CAASPP Security Agreement and the CAASPP Security Affidavit separately.</p> <p>CAASPP Security Agreement:</p> <ol style="list-style-type: none"> 1. In the CAASPP <i>Certification</i> box, select <i>Security Agreement</i> 2. Read and agree to all the statements 3. Click on the check box to certify that you have read and agree to each statement on the document 4. Click on <i>Submit</i> 5. Click on the <i>Return to Testing Menu</i> link at the bottom of the page <p>CAASPP Security Affidavit:</p> <ol style="list-style-type: none"> 6. In the CAASPP <i>Certification</i> box, select <i>Security Affidavit</i> 7. Read and agree to all statements 8. Click on the check box to certify that you have read and agree to each statement on the document 9. Click on <i>Submit</i> 10. Click on the <i>Return to Testing Menu</i> link

- **CAASPP Test Site Coordinator Security Documents**

When a CAASPP Coordinator is designated in the Principal’s Portal (See instructions below), the appointee is automatically enrolled in the “2015-16 CAASPP Security Forms Coordinator Training” class in the Learning Zone. This training should be completed by Tuesday, October 13, 2015 to receive access as soon as TOMS is available on October 15, 2015.

The CAASPP Site Coordinator is responsible for completing the training and the assessment for the training in the Learning Zone



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prior to handling secure CAASPP tests materials or accessing secure Smarter Balanced web-based applications. The assessment contains all the conditions listed on the test security forms, therefore, successfully completing the assessment is an acknowledgement of the CAASPP tests security requirements. See Section II. for Learning Zone instructions.

NOTE: The date and time when the CAASPP Site Coordinator successfully completes the 2015-16 CAASPP Security Forms training assessment in the Learning Zone is automatically displayed in the Principal's Portal.

B. Designation of a CAASPP Coordinator and Technology Coordinator

CAASPP regulations require that the principal at every school administering CAASPP tests designate a CAASPP Coordinator. The CAASPP Coordinator will oversee the administration of CAASPP paper-pencil tests, Smarter Balanced tests and the CAA. Principals who will also serve as CAASPP Coordinators at their schools must designate themselves as coordinators in the Principal's Portal. A list of coordinator responsibilities will be included in a Reference Guide, *CAASPP Coordinator Differential for the 2015-16 School Year*, to be available in October 2015.

When the CAASPP Coordinator is designated in the Principal's Portal, the coordinator is automatically enrolled in "2015-16 CAASPP Security Forms Coordinator Training" in the Learning Zone. After designating the coordinator in the portal, the principal should confirm that the CAASPP Coordinator received an enrollment confirmation email for this class. If the confirmation email is not received, the coordinator is responsible for self-enrolling in this class.

The District is also requiring principals to designate a Technology Coordinator in the Principal's Portal. The Technology Coordinator together with the CAASPP Coordinator will be the point-of-contact for technology-related issues or questions pertaining to Smarter Balanced testing.



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Steps on how Principals Designate a CAASPP Test Site Coordinator and a Technology Coordinator
<ol style="list-style-type: none">1. From the CAASPP <i>Certification</i> section click on the <i>Coordinator/Designee</i> link 2. In the CAASPP section, click on the <i>Staff Icon</i>3. Type the coordinator's first and last name4. Click on the <i>Search</i> box5. Verify the employee number and click on the <i>Select</i> link next to the staff member's name.6. Click <i>Done</i> to confirm your selection7. Go to the Technology Coordinator/Designee section, and repeat steps 3-6 to designate a Technology Coordinator8. Confirm that the CAASPP Coordinator and the Technology Coordinator names display in the appropriate sections.9. Scroll to the bottom of page and click on the <i>Submit</i> button10. Click on the <i>Return to Testing Menu</i> link

II. Security Forms in the Learning Zone

The CAASPP Coordinator should complete the “2015-16 CAASPP Security Forms Coordinator Training” training and assessment by October 13, 2015 in order to gain TOMS access as soon as possible. Completion of this training and assessment at a later time will determine when TOMS access will be granted. Test Administrators should complete the “2015-16 CAASPP Security Forms Teacher Training” before being granted access to TOMS.

How to Access the Security Forms in the Learning Zone

1. Log into the [Learning Zone](#) using your LAUSD single sign-on
2. If you are already enrolled in the class, go to #5
3. If you need to self-enroll in the class
 - a. Click on *Class Offerings*
 - b. In the *Programs* drop-down menu, select Student Testing Unit
 - c. Click on *Search*
 - d. Select the class
 - e. Click on *Enroll Now*
4. Click on the *Home* tab,
5. Click on *My Classes* tab
6. Click on the globe next to the class title to start the training.



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How to Take Assessment

1. Log into the Learning Zone using your LAUSD single sign-on
2. Click on *My Assessment* tab
3. CAASPP Coordinators will select the assessment for “2015-16 CAASPP Security Forms Coordinator Training” and Test Administrators will select “2015-16 CAASPP Security Forms Teacher Training.”

How to Print Certificate

1. Log into the Learning Zone using your LAUSD single sign-on
2. Click on *My History* tab
3. CAASPP Coordinators will select *Print Certificate* for “2015-16 CAASPP Security Forms Coordinator Training” and Test Administrators will select *Print Certificate* for “2015-16 CAASPP Security Forms Teacher Training.”

III. TOMS Transition

The TOMS will be off line from October 1 to October 14, 2015. During that time, these functions will NOT be available:

- Student testing applications that use the secure browser (such as the interim and summative assessments and the practice tests)
- Test Administrator (TA) Interface
- Interim Assessment Hand Scoring System
- Interim Assessment Viewing System
- Online Reporting System (ORS)
- Test Operations Management System (TOMS) (both the 2014–15 and 2015–16 versions)

The following activities will be suspended during this downtime:

- Adding/modifying users in TOMS (both SCs and TAs)
- Accessing, administering, and scoring Smarter Balanced Interim Assessments
- Downloading available summative assessment student results from TOMS

When the TOMS is brought back online on October 15, 2015, all users (both SCs and TAs) will have been deleted from the system. The test vendor will be providing an Excel file containing the TOMS users as of September 30, 2015. These files will be made available through EZ Access.



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REMINDER: Staff that need TA access are required to complete the “2015-16 CAASPP Security Forms Teacher Training” in the Learning Zone, print the certificate of completion for the class, and sign a hard copy of the 2015-16 CAASPP Security Affidavit forms. No TOMS access should be given until a certificate of completion and a signed Affidavit is on file at the school.

TOMS Download File

Principals (and those approved for EZ Access by his/her principal) will be able to access the TOMS download file in EZ Access. These Excel files will be listed by Preferred Location Code.

Download and save the file to your desktop, hard drive or other portable media (thumb drive, SD card), and remember where you saved the file. Open the file to review the users who were in TOMS as of September 30, 2015. Some of these users may not be at your school this year or may not need TOMS access. The principal and/or the CAASPP Coordinator should review the users in the file to determine who is to be granted TA access in TOMS.

If a user is no longer at your school, or you wish to exclude a user from TOMS access, you may delete that user’s line (record) from the file.

Save your file after making changes. If you wish to retain a copy of the original file, then save your edits by using the “Save As” function and giving the edited file a new name.

More detailed information regarding the user file download and upload will be available when the test vendor posts the user guide to this webpage: <http://www.caaspp.org/administration/toms/index.html>. Student Testing will send the Testing Point of Contact an update when this information is available.

RELATED RESOURCES:

- REF-6506 – 2015-16 State, District and National Mandated Testing Calendars, dated May 18, 2015
- Student Testing Branch Website – <http://achieve.lausd.net/testing>
- CAASPP Website – <http://www.caaspp.org>

ASSISTANCE: For assistance or further information please contact the Student Testing Branch, 213-241-4104.



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ATTACHMENT A

	<p>CAASPP Test Security Agreement for Principals and CAASPP Test Site Coordinators 2015-2016 School Year</p>	 <small>California Assessment of Student Performance and Progress</small>
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Which of the following best describes your primary role in administering CAASPP testing for the 2015-16 school year?

- Principal (Mark both boxes if the principal is also the CAASPP Test Site Coordinator)
- CAASPP Test Site Coordinator

I acknowledge by my signature on this form that the California Assessment of Student Performance and Progress (CAASPP) tests pursuant to *Education Code* section 60640 are secure tests and agree to each of the following conditions to ensure test security:

- (1) I will take all necessary precautions to safeguard all achievement tests and corresponding test materials, whether paper-based or computer-based assessments, by limiting access to only persons within the LEA who are responsible for, and have professional interest in, the tests' security.
- (2) I will keep on file the names of all persons who have been trained in the administration of CAASPP tests and all persons with access to tests and corresponding test materials, whether paper-based or computer-based assessments. I have and shall have all other persons having access to the achievement tests and corresponding test materials read and sign the CAASPP Test Security Affidavit that will be kept on file in the LEA office.
- (3) Except during the administration of the tests, I will keep the paper-pencil tests, and corresponding test materials in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.
- (4) I will securely destroy all print-on-demand papers, scratch paper, and other documents as prescribed within the contractor's(s') or consortium's administrative manuals and documentation.
- (5) With the exception of subdivision (6) below, I will deliver achievement tests and corresponding test materials or allow electronic access thereto, only on actual testing dates and only to those persons who have executed CAASPP Test Security Affidavits.
- (6) For an alternate assessment (CAA and CAPA for Science), I will keep all tests and testing materials in the manner set forth above in subdivisions (3) and (5) except during actual testing administration or when being used by test examiners to prepare for and to administer the assessment. I will adhere to the contractor's directions for the distribution of the assessment materials to test examiners.

By signing my name to this document, I am assuring that I have completely read and will abide by the above conditions.

Signed: _____ Date: _____

Print Name: _____

Title/Position: _____

School Name: _____ Loc Code: _____

Local District: _____ District: Los Angeles Unified School District



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ATTACHMENT B 1

	<p>2015-16 CAASPP Test Security Affidavit For Principals, Test Site Coordinators, Test Examiners, Proctors, Scribes, and Any Other Person having Access to CAASPP Tests</p>	 California Assessment of Student Performance and Progress
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I, _____, I acknowledge that I will have access to one or more of the California Assessment of Student Performance and Progress (CAASPP) achievement tests pursuant to Education Code section 60640, for the purpose of administering the test(s). I understand that these materials are highly secure and may be under copyright restrictions and it is my professional responsibility to protect their security as follows:

- (1) I will not divulge the contents of the tests and corresponding test materials to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by email without the prior express written permission of the CDE.
- (2) I will not copy or take a photo of any part of the test(s) or corresponding test materials. This includes, but is not limited to, photocopying (including enlarging) and recording without the prior expressed written permission of the CDE.
- (3) Except during the actual testing administrations or as otherwise provided for by law, I will keep the achievement test(s) and corresponding test materials secure until the test(s) are actually distributed to pupils when tests and testing materials are checked in and out by the CAASPP test site coordinator. Keeping materials secure means that testing materials are required to be kept in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.
- (4) I will limit access to the test(s) and corresponding test materials by test examinees to the actual testing periods when they are taking the test(s). I understand that only pupils who are testing and LEA staff participating in the test administration who have signed the CAASPP Test Security Affidavit may be in the room when and where a test is being administered.
 - a) I will keep all assigned, generated, or created usernames, passwords, and logins secure and not divulge pupil personal information to anyone other than the pupil to whom the information pertains for the purpose of logging on to the assessment delivery system.
 - b) I will not allow anyone other than the assigned pupils to log into their assigned test. I may assist pupils with using their information to log into their assigned test.
 - c) I will not use a pupil's information to log in as a pupil or allow a pupil to log in using another pupil's information.
- (5) I will not allow pupils to access electronic devices that allow them to access outside information, communicate with other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants (PDAs), tablets, laptops, cameras, and electronic translation devices.
- (6) I will collect and account for all achievement test materials following each testing session and will not permit pupils to remove any test materials by any means from the room(s) where testing takes place. After each testing session, I will count all test booklets and answer documents before allowing any pupil to leave the testing room and/or ensure that all pupils have properly logged off the assessment delivery system.
- (7) I will not review any achievement test questions, passages, performance tasks, or other test items independently or with pupils or any other person at any time, including before, during, or following testing. I understand that this includes any discussion between LEA staff for training or professional development whether one-on-one or in a staff meeting.



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ATTACHMENT B 2

- (8) I will not, for any achievement test, develop scoring keys, review any pupil responses, or prepare answer documents. I understand that this includes coaching pupils or providing any other type of assistance to pupils that may affect their responses. This includes, but is not limited to, both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer (anything that may indicate correct or incorrect answers), or completing or changing pupils' answers.
- (9) I will return all achievement test materials to the designated CAASPP test site coordinator each day upon completion of testing. I understand that all test booklets, answer documents, and scratch paper shall be returned to the CAASPP test site coordinator each day immediately after testing has been completed for storage or confidential destruction.
- (10) If I will administer and/or observe the administration of an alternate assessment (CAA and CAPA for Science), which means that I am a certificated or a licensed LEA employee and a trained examiner, I will keep all the alternate assessment materials in a securely locked room, and, when possible, in a locked storage cabinet within that room except when I am preparing for the administration, administering, or observing the administration of the assessment to pupils.
- (11) I will actively supervise pupils throughout the paper-pencil testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials (non-embedded universal tools, designated supports, accommodations, or individualized aids) needed for the test being administered.
- (12) I will actively supervise pupils throughout the testing session and verify that pupils have selected the appropriate assessment for the testing session and have completed any necessary preceding test sections and/or classroom activities.
- (13) I will administer the achievement test(s) in accordance with the directions for test administration and test administration manuals prepared by the CAASPP testing contractor(s), or any additional guidance provided by the CAASPP test contractor(s). I understand that the unauthorized copying, sharing, or reusing of any test booklet, test question, performance task, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, emailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and sharing or posting test content via the Internet without the express prior written permission of the CDE.
- (14) I have been trained to administer the achievement tests. By signing my name to this document, I am assuring that I have completely read this affidavit and will abide by the above conditions.

By signing below I swear that I have completely read, understand, and shall abide by this affidavit.

Signed: _____ Date: _____

Print Name: _____

Title/Position: *Principal* *Coordinator* *Examiner* *Proctor* *Other* _____

School Name: _____ Loc Code: _____

Local District: _____ District: Los Angeles Unified School District