



## 2019–20 TEST ADMINISTRATION

# Guide to CAASPP and ELPAC Completion Status and Roster Management



California Assessment of  
Student Performance and Progress



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



# Guide to CAASPP Completion Status and Roster Management

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### Acronyms and Initialisms Used in the *Guide to CAASPP Completion Status and Roster Management*

Term	Meaning
CAA	California Alternate Assessment
CAASPP	California Assessment of Student Performance and Progress
CalTAC	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

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# Introduction to the Manual

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## Manual Content



### Resources:

- California Assessment of Student Performance and Progress (CAASPP) Score Reporting web page—<http://www.caaspp.org/administration/reporting/>

The Completion Status and Roster Management interface is the primary means of viewing test status and completion data and managing rosters 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. CAASPP users are also able to manage rosters.



**Note:** Because this interface does not provide users with score reports, test performance data, or accountability reports, this manual describes Completion Status and Roster Management only. The Online Reporting System is described in the *Online Reporting System User Guide for California*, linked on the CAASPP [Score Reporting](#) web page. The California Educator Reporting System is described in the *CAASPP and ELPAC California Educator Reporting System User Guide*.

## What's New in 2019–20 for Completion Status and Roster Management

### Generating Completion Status Reports

- Report parameters on the *Plan and Manage Testing* screen include Sex.
- Summative ELPAC statuses are reported (operational assessments only).

### Online Testing Progress Report

- The Online Testing Progress Report contains two new column attributes: District Name and School Name.

### Rosters

- The “Search for Students to Add to the Roster” section has one new option, Sex.

## Organization of the User Guide

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

- [Chapter 1, Navigating the Completion Status and Roster Management System](#), provides an overview of the Completion Status and Roster Management system, which enables users to determine which students have completed or need to complete testing and manage rosters of students, as well as information about how to access Completion Status reports and rosters, 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, Roster Management](#), details how to add, modify, delete, and print student rosters.
- [Chapter 4, Appendices](#), describes how LEA CAASPP and ELPAC coordinators can obtain assistance with the Completion Status and Roster Management 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
	<b>Warning:</b> This symbol appears with text that contains extremely important information regarding actions that may cause errors.
	<b>Caution:</b> This symbol appears with text that contains important information regarding a task.
	<b>Note:</b> This symbol appears next to text that contains helpful information or reminders.
	<b>Resources:</b> 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.
<a href="#">Text</a>	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 and Roster Management System

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## User Roles and Access



### Resources:

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

The Completion Status and Roster Management system operates in a secure, role-based structure. Access to reports, data, and rosters 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 portion of the 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 roster and test data for students within that test site coordinator's school.

## Logging On and Off the Completion Status and Roster Management System

Accessing the Completion Status and Roster Management 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 Digital Library

## Navigating the Completion Status and Roster Management System | User Roles and Access

- Online Reporting System
- Interim Assessment Hand Scoring System
- Completion Status and Roster Management
- 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 and Roster Management system. Test site coordinators should contact the LEA coordinators with any logon issues the test site coordinator, test administrators, or test examiners encounter.

### Logging On to Completion Status and Roster Management

To access the Completion Status and Roster Management system via the CAASPP Portal or ELPAC website:

1. Open a web browser and navigate to the [CAASPP Portal](#) (Figure 1) or the [ELPAC website](#) shown in [Figure 2](#).



Figure 1. CAASPP Portal

## Navigating the Completion Status and Roster Management System | User Roles and Access

### The ELPAC Website



Help for LEA  
ELPAC  
Coordinators—  
Hours: M–F, 7 a.m.  
to 5 p.m. PT

Call  800-955-2954  
Email  [caltac@ets.org](mailto:caltac@ets.org)  
Online  Chat now

The English Language Proficiency Assessments for California (ELPAC) website serves as the portal for resources that a local educational agency (LEA) will need to administer the ELPAC.

### News and Tips for the ELPAC Administration

1. All LEAs are invited to participate in the ELPAC accessibility pilot. If your LEA has English learner (EL) students with disabilities and is interested in participating, please complete the online [Interest Form](#) no later than September 13, 2019. The accessibility pilot window is open from October 1 through October 25, 2019.
2. The next webcast, the Preparing Technology for Online Testing [Webcast](#), is scheduled for Tuesday, September 24, 2019 from 1 p.m. to 2:30 p.m.

**Test Operations Management System (TOMS)**

Test Administrator Interface for All Online Tests

Data Entry Interface (DEI)

Practice & Training Tests

Secure Browsers

Smarter Balanced Digital Library

**Figure 2. The ELPAC website**

2. Select the **[Test Operations Management System (TOMS)]** button.

## Navigating the Completion Status and Roster Management System | User Roles and Access

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

**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:

CaTAC  
Phone: 800-955-2954  
Email: [catac@ets.org](mailto:catac@ets.org)

**Logon**

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 Digital Library?**

The Digital Library 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](#).

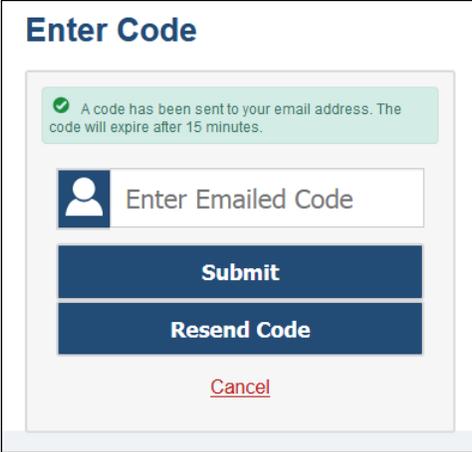
**Figure 3. SSO screen**

4. 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.
5. Enter the user's email address in the *Email Address* field.
6. Enter the user's password in the *Password* field.
7. Select the [**Secure Logon**] button.

## Navigating the Completion Status and Roster Management System | User Roles and Access

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



**Figure 4. *Enter Code* screen**

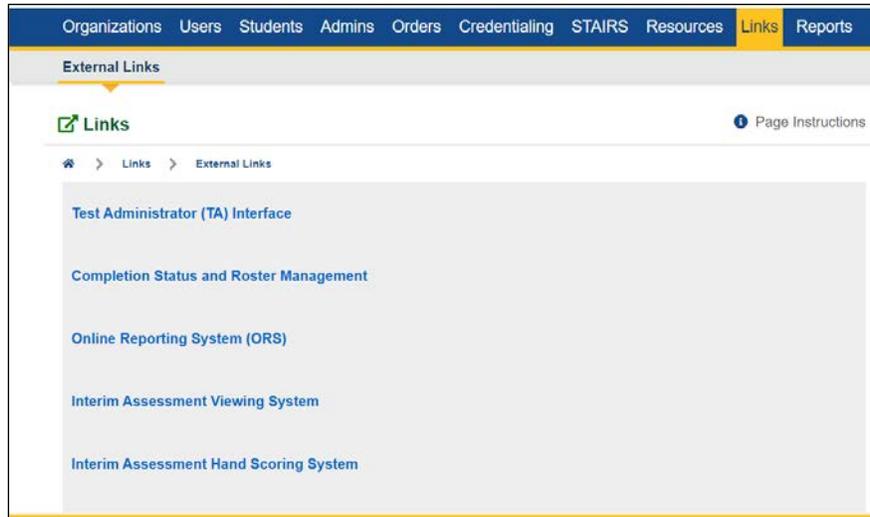
- a. Retrieve the code included in the system email that was sent to the user's email address.
- b. Enter the code in the *Enter Emailed Code* field. This code expires 15 minutes after it is received in the email. If the code expires, proceed to step d.
- c. Select the [**Submit**] button to enter TOMS.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

## Navigating the Completion Status and Roster Management System | User Roles and Access

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 and Roster Management system logs the user on automatically.
4. Once logged on to the Completion Status and Roster Management 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 and Roster Management system dashboard page.

**Figure 6. Administration Details screen**

5. Select a user role from the list and then select [**OK**] to enter the Completion Status and Roster Management System.

## Logging Off Completion Status and Roster Management

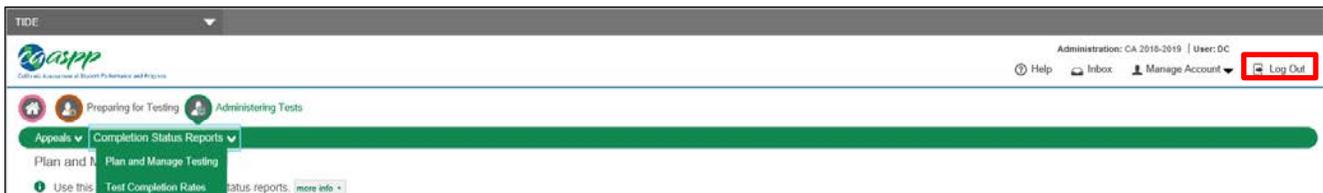
For security purposes, it is important to log off the Completion Status and Roster Management system to ensure that the reports and rosters cannot be accessed by unauthorized users following a session. **Logging off the Completion Status and Roster Management system will log the user off all SSO systems 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.

To log off the Completion Status and Roster Management 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—<http://www.caaspp.org/administration/instructions/>
- English Language Proficiency Assessments for California (ELPAC) Manuals and Instructions web page—<https://elpac.org/test-administration/instructions/>

All Completion Status and Roster Management features described next are available from both the Home Page Dashboard, which appears at first log on to the Completion Status and Roster Management 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 and Roster Management 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 and Roster Management 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 five options: *Plan and Manage Testing*, *Test Completion Rates*, and *Search by SSID*.

## Navigating the Completion Status and Roster Management System | System Features

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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

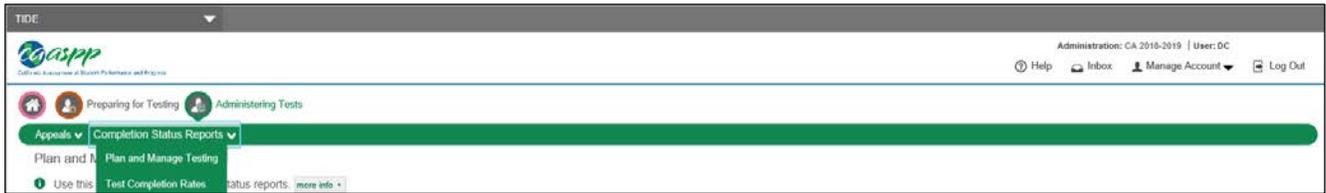


**Note:** Actual screen appearance may contain slight variations due to device platform, browser variations, or both.

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

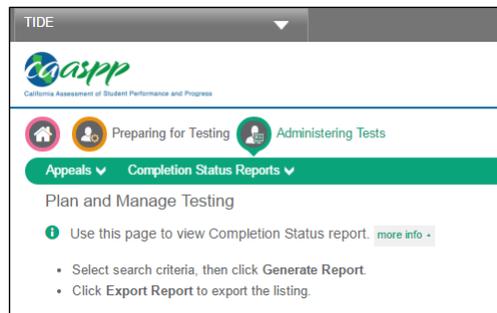
- The [**Home**] icon [] takes the user to the Home Page Dashboard from any page within the system.
- The [**Preparing for Testing**] icon [] and link produce the *Rosters* drop-down list from which users can select from the following options:
  - Student Information
  - Upload Student Attributes
  - Rosters
  - Add Rosters
  - View/Edit Rosters
  - Upload Rosters
- 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 and Roster Management 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**

## Navigating the Completion Status and Roster Management System | System Features

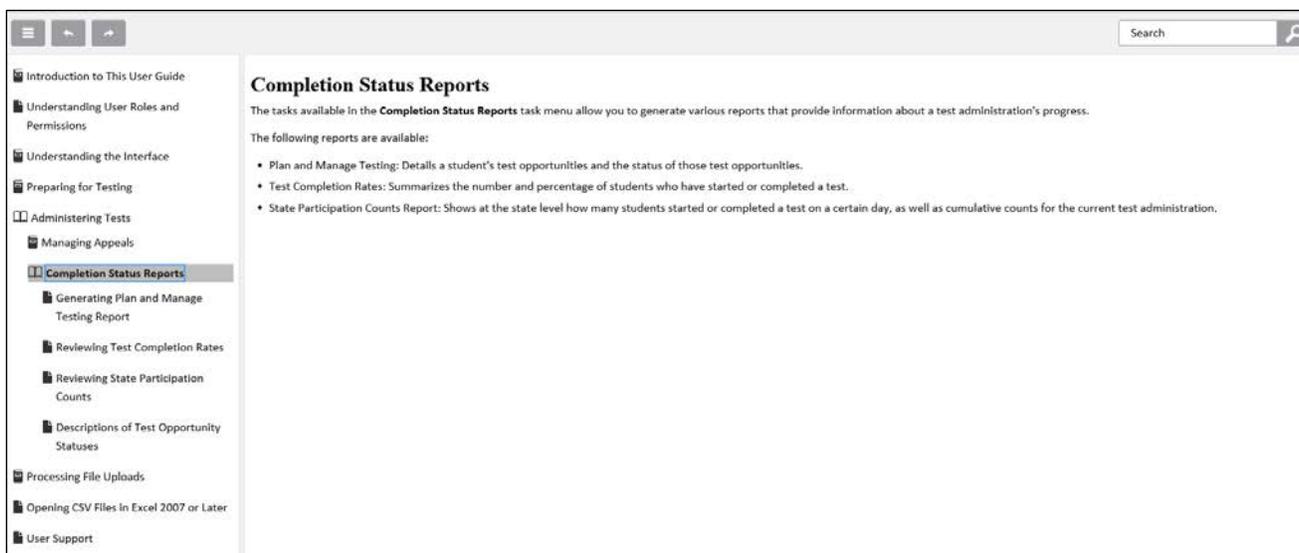
### General Tools

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



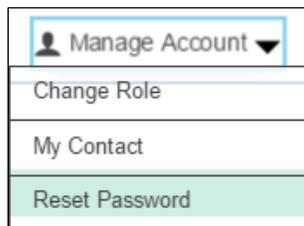
**Figure 11. General tools**

- 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 manual describing TOMS functions that is available on the CAASPP [Manuals and Instructions](#) or ELPAC [Manuals and Instructions](#) web page.

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# Chapter 2. CAASPP and ELPAC Completion Status Reports

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## Generating Completion Status Reports

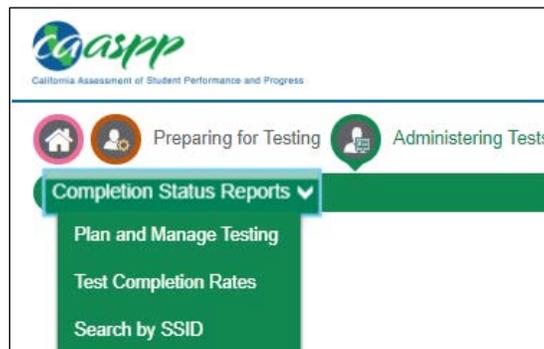


**Note:** The Completion Status interface uses the term “test administrator” to indicate both the test administrator and test examiner roles.

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.

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 14](#)).
- Select the desired report type from the drop-down list.



**Figure 14. 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:

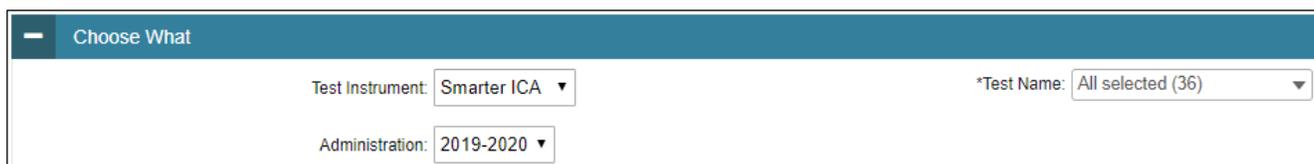
1. [Online Testing Progress Report](#)
2. [Test Administrator Report](#)

## 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 15](#), details how to generate a report based on specific tests and grade levels.



**Figure 15. Step 1: “Choose What” options**

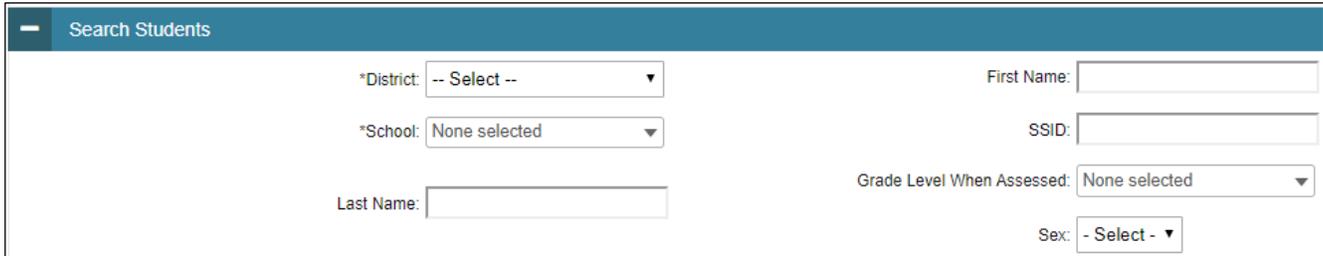
The essential fields in the Step 1: “Choose What” section are as follows:

- **Test Instrument:** Select the test type from the *Test Instrument* drop-down list, which displays the following:
  - CAA: California Alternate Assessments
  - CAST: California Science Test
  - CSA: California Spanish Assessment
  - ELPAC: 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
- **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

## CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

### Step 2. Search Students

This section, shown in [Figure 16](#), allows for the generation of a report for a specific local educational agency (LEA) and school.



The screenshot shows a web form titled "Search Students". It contains the following fields:

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

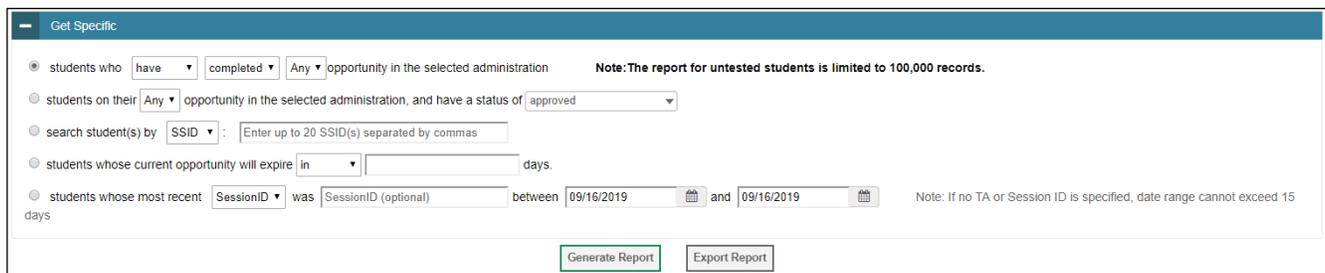
**Figure 16. “Step 2: Search Students” options**

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 personnel associated with the selected school. The field is defaulted to “All.”
- **Last Name**
- **First Name**
- **SSID**
- **Grade Level When Assessed**
- **Sex**

### Step 3. Get Specific

This section, shown in [Figure 17](#), 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 17. 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:

- **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.

## CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

- **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 18](#).



**Figure 18. 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.

## Completion Status Report Types

### Online Testing Progress Report

The Online Testing Progress Report, shown in [Figure 19](#) 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.

#### **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 19](#)). When this icon is selected, a list of the columns in the table is displayed. 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.

## CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

- **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](#).



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	Date Started
							Grade 11 ELA - Interim Assessment (ICA - Part 1)	ENU	1		UAT-7CF8-3	reported	110577	0	0	08/22/2019
			12				Grade 11 ELA - Performance Task (ICA - Part 2)	ENU	1		UAT-7CF8-3	reported	110578	0	0	08/22/2019
			10	SCIENCE			Grade 11 ELA - Interim Assessment (ICA - Part 1)	ENU	1		UAT-16F3-3	reported	110567	0	0	08/21/2019
			10	SCIENCE			Grade 11 ELA - Performance Task (ICA - Part 2)	ENU	1		UAT-16F3-3	reported	110568	0	0	08/21/2019
			10	SCIENCE			Grade 7 MATH - Interim Assessment (ICA - Part 1)	ENU	1		UAT-7802-3	reported	110889	0	0	08/27/2019
							Grade 7 MATH -	ENU			UAT-					

**Figure 19. Online Testing Progress Report—Interims**

**Table 2. Online Testing Progress Report Column Attribute Definitions**

Column	Description
<b>Name</b>	Student’s legal name (last name, first name)
<b>SSID</b>	The student’s unique California Statewide Student Identifier (SSID)
<b>District Name</b>	The LEA in which a student’s school is located
<b>Enrolled Grade</b>	The grade in which a student is enrolled
<b>Restricted Subjects</b>	The content area or domain in which the student is restricted (i.e., blocked) from taking tests <ul style="list-style-type: none"> <li>• 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.)</li> <li>• CAASPP students assigned the PGE or NTE condition code</li> <li>• ELPAC students having a domain exemption or alternate assessment indicator</li> </ul>
<b>School Name</b>	The school in which a student is enrolled
<b>Current ELL</b>	Indicates whether the student is an English learner (EL) <ul style="list-style-type: none"> <li>• This field is populated as a Y/N value.</li> </ul>

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Table 2 (continuation one)

Column	Description
<b>Test</b>	Test name for this student record (e.g., Grade 11 Math CAT Test); shows the ELPAC domain if the domain is its own opportunity
<b>Language</b>	The language setting that was assigned to the student (English, Spanish, or braille for CAASPP assessments; and English or braille for the Summative ELPAC)
<b>Opportunity</b>	<p>The opportunity number for a specific student record</p> <ul style="list-style-type: none"> <li>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"> <li>Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics</li> <li>California Science Test (CAST)</li> <li>California Alternate Assessments (CAAs) for ELA and mathematics</li> <li>California Spanish Assessment (CSA)</li> <li>Summative English Language Proficiency Assessments for California (ELPAC)</li> </ul> </li> <li>Each embedded performance task administered as part of the CAA for Science is one opportunity, for a total of four.</li> <li>Three opportunities are available for each Interim Comprehensive Assessment (ICA).</li> <li>Ninety-nine opportunities (i.e., unlimited) are available for the Interim Assessment Blocks (IABs).</li> </ul>
<b>TA Name</b>	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)
<b>SessionID</b>	The Session ID to which the test is linked
<b>Status</b>	The status for that specific opportunity (Refer to <a href="#">Table 3</a> for test status definitions.)
<b>Results ID</b>	<p>The unique identifier linked to the student’s results for that specific opportunity</p> <ul style="list-style-type: none"> <li>This information is used for results processing and is internal to the test provider.</li> </ul>
<b>Restarts</b>	<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"> <li>This includes Restarts within Grace Period—refer to the next row.</li> </ul>

## CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

Table 2 (continuation two)

Column	Description
<b>Restarts within Grace Period</b>	<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)</p> <ul style="list-style-type: none"> <li>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.</li> <li>Requests for a restart (Grace Period Extension) must be filed in the Security and Test Administration Incident Reporting System.</li> </ul>
<b>Date Started</b>	The date when the first test item was presented to the student for that opportunity
<b>Date Completed</b>	The date when the student submitted the test for scoring
<b>Last Activity</b>	<p>The date of the last activity for that opportunity or record</p> <ul style="list-style-type: none"> <li>A “completed” test can still have activity as it is processed for reporting.</li> </ul>
<b>Expiration Date</b>	The date the test opportunity expires
<b>Force Complete Date</b>	<ul style="list-style-type: none"> <li><b>CAASPP:</b> 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.</li> <li><b>ELPAC:</b> 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).</li> </ul>

**Table 3. Test Status Definitions**

Status	Definitions
<b>Approved</b>	The test administrator or test examiner has approved the student for the session, but the student has not yet started or resumed the test.
<b>[blank]</b>	The student has not begun this test.
<b>Completed</b>	The student has submitted the test for scoring. No additional action can be taken by the student.
<b>Denied</b>	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.
<b>Expired</b>	The student’s opportunity has not been completed and cannot be resumed because the test opportunity has expired. Performance tasks generally expire after 10 days; non-performance tasks expire after 45 days.
<b>Invalidated</b>	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>
<b>Paused</b>	<p>The student’s test is currently paused. The following scenarios will result in a paused status:</p> <ul style="list-style-type: none"> <li>• The student pauses the test by selecting the <b>[Pause]</b> button.</li> <li>• The student has been idle longer than 30 minutes, and then the system pauses the test.</li> <li>• The test administrator or test examiner pauses the student’s test.</li> <li>• The test administrator or test examiner stops the session.</li> <li>• A technical problem with the student’s device or secure browser results in a loss of connectivity to the test delivery system.</li> </ul> <p>The time listed with this status indicates how long the student’s test has been in the “paused” status.</p>

## CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

Table 3 (continuation one)

Status	Definitions
<b>Pending</b>	<p>The student is awaiting test administrator or test examiner approval for a new test opportunity.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Each embedded performance task administered as part of the CAA for Science is one opportunity, for a total of four.</li> <li>• Three opportunities are available for each ICA.</li> <li>• Each ELPAC domain that is administered online is its own opportunity, with a maximum total of four opportunities.</li> <li>• Ninety-nine opportunities (i.e., unlimited) are available for the IABs.</li> </ul>
<b>Reported</b>	<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>
<b>Review</b>	<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>
<b>Scored</b>	<p>The test delivery system has processed the student’s responses to items on the test.</p>
<b>Started</b>	<p>The student has started the test and is actively testing.</p>
<b>Submitted</b>	<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>
<b>Suspended</b>	<p>The student is awaiting test administrator or test examiner approval to resume a test opportunity.</p>

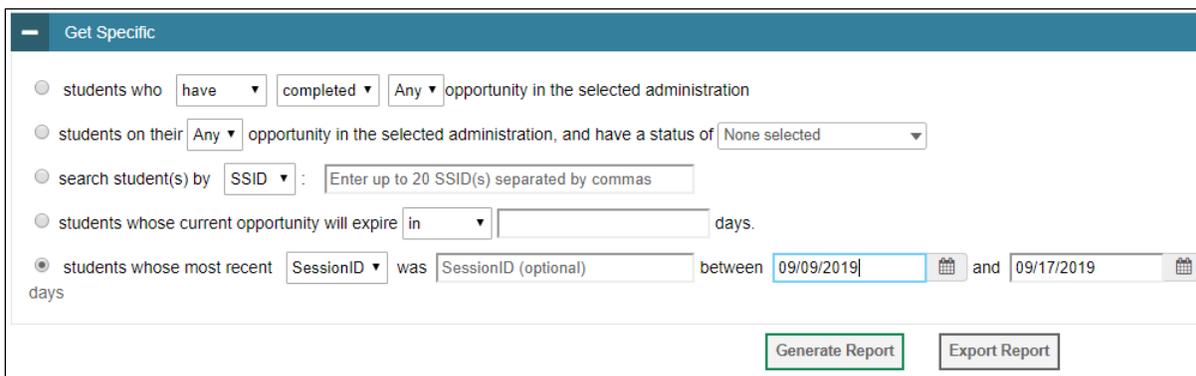
## Test Administrator Report

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 20](#).



**Figure 20. “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 21](#)) 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 21. 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
<b>Test Administrator Name</b>	Test administrator or test examiner’s name (first name, last name)
<b>Session ID</b>	The Session ID to which the tests are linked
<b># of Students in Session</b>	The number of students testing or tested in the specified session

## CAASPP and ELPAC Completion Status Reports | Generating Completion Status Reports

Table 4 (continuation)

Column	Description
<b># of Test IDs in Session</b>	<p>The number of test IDs that have been generated for the session</p> <ul style="list-style-type: none"> <li>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.</li> </ul>

**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"> <li>For information on the Online Testing Progress Report, refer to the <a href="#">Online Testing Progress Report</a> subsection previously.</li> </ul>
	<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.



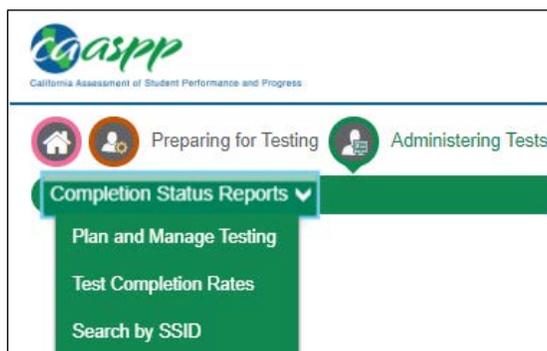
**Warning:** Reports show student information, which is secure data. Adhere to school security policies as well as to security requirements outlined in the signed *Test Security Agreement* (LEA California Assessment of Student Performance and Progress [CAASPP] and English Language Proficiency Assessments 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
<b>District Test Completion Rates</b>	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).
<b>School Test Completion Rates</b>	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 22](#).



**Figure 22. 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 23](#) shows the *Test Completion Rates* options.



**Figure 23. 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.

## 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 ELPAC, students for whom a domain has been exempted or for whom an alternate assessment 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.

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 24](#) is a sample of an LEA-level

## CAASPP and ELPAC Completion Status Reports | Test Completion Rates Reports

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	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
10/5/2019	2019-20	ELPAC	ELPAC Grade 1 Listening Test (F2)	1111111111111111	Sample Unified	1	142	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 1 Reading Test (F2)	1111111111111111	Sample Unified	1	142	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 1 Speaking Test (F2 - Data Entry)	1111111111111111	Sample Unified	1	142	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 1 Speaking Test (F2)	1111111111111111	Sample Unified	1	142	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 12 Listening Test (C2)	1111111111111111	Sample Unified	1	81	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 12 Reading Test (C3)	1111111111111111	Sample Unified	1	96	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 12 Speaking Test (C2 - Data Entry)	1111111111111111	Sample Unified	1	81	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 12 Speaking Test (C2)	1111111111111111	Sample Unified	1	81	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 12 Writing Test (C3)	1111111111111111	Sample Unified	1	96	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 2 Listening Test (C2)	1111111111111111	Sample Unified	1	420	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 2 Listening Test (F1)	1111111111111111	Sample Unified	1	577	0	0	0.00%	0.00%
10/5/2019	2019-20	ELPAC	ELPAC Grade 2 Listening Test (F2)	1111111111111111	Sample Unified	1	125	0	0	0.00%	0.00%

**Figure 24. Sample Test Completion Rates Report for tests within the LEA**

**Table 7. Test Completion Rates Report Column Descriptions**

Column	Description
<b>Date</b>	The date and time that the report was generated
<b>Administration</b>	Test administration year (Only the current test administration year is reported.)
<b>Test</b>	Testing program
<b>Test Name</b>	The grade, test, and subject or domain that are being reported
<b>District ID</b>	The ID number of the reported LEA
<b>District Name</b>	The name of the reported LEA

CAASPP and ELPAC Completion Status Reports |  
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Table 7 (continuation one)

Column	Description
<b>Opportunity</b>	<p>The test opportunity number that is being reported</p> <ul style="list-style-type: none"> <li>• For the current testing administration, one opportunity is available per student per test for the following assessments:               <ul style="list-style-type: none"> <li>– Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics</li> <li>– California Science Test</li> <li>– CAAs for ELA and mathematics</li> <li>– CSA</li> <li>– ELPAC (each domain)</li> </ul> </li> <li>• Each embedded performance task administered as part of the CAA for Science is one opportunity, for a total of four.</li> <li>• Three opportunities are available for each Interim Comprehensive Assessment.</li> <li>• Ninety-nine opportunities (i.e., unlimited) are available for the Interim Assessment Blocks.</li> </ul>
<b>School Name</b> ( <i>not shown</i> )	<p>The name of the reported school</p> <ul style="list-style-type: none"> <li>• This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.</li> </ul>
<b>School ID</b> ( <i>not shown</i> )	<p>The ID number of the reported school</p> <ul style="list-style-type: none"> <li>• This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.</li> </ul>
<b>Total Student</b>	<p>The number of students associated with the LEA or school in TOMS</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• For the ELPAC, students for whom a domain has been exempted or for whom an ELPAC alternate assessment has been assigned are represented in the denominator of the completion reports.</li> <li>• This number will not be used for accountability purposes and is purely informational.</li> </ul>

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Table 7 (continuation two)

Column	Description
<b>Total Student Started</b>	The number of students who have started the test
<b>Total Student Completed</b>	The number of students who have finished the test and submitted the test for scoring <ul style="list-style-type: none"> <li>• This number includes completion rates for students whose test administrator or test examiner entered results into the Data Entry Interface.</li> </ul>
<b>Percent Started</b>	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
<b>Percent Completed</b>	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

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# Chapter 3. CAASPP Roster Management

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## About Rosters



**Note:** Roster Management is available to California Assessment of Student Performance and Progress (CAASPP) users only.

Rosters can be used for analyzing aggregate score data and tracking students' test scores easily. All rosters are locally created and locally controlled.

Local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators and CAASPP test site coordinators who want to view a report that lists all students in a specific grade who have tested can create a roster. Other school-level users (i.e., test administrators and test examiners) can only view students assigned in a roster by an LEA CAASPP coordinator or CAASPP test site coordinator. All users can also create a custom list of students receiving special instruction or who belong to an extracurricular program to track performance as a group, but please note that test administrators and test examiners are only able to create groups from the students explicitly assigned to that test administrator or test examiner.

This feature is accessible at all times except during periods of scheduled maintenance.

This section provides instructions for adding rosters, modifying rosters, managing rosters via file uploads, and printing rosters.

## Adding a New Roster



### Resources:

- *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines (UAAG)*—linked on the California Department of Education (CDE) Smarter Balanced Accessibility Resources web page at <https://www.cde.ca.gov/ta/tg/ca/sbaccessibilityres.asp>.

This section explains how to add a new roster in the Roster Management portion of the system. Rosters of students associated with a school or local educational agency (LEA) can be created. Students can be included in multiple rosters. Rosters cannot be created for users outside of the user’s assigned organization.

### Important notes about rosters:

1. **Rosters may also include students from different grades. However, score reports, where available, display data only for a single subject and grade at one time. If a roster includes students from multiple grades, only the roster-level data that corresponds to the subject or grade selected on the Home Page Dashboard screen will appear.**
2. **Rosters must be assigned to users associated with the site for which the roster is being created. LEA-level users may create rosters for site-level users, but may only assign rosters to themselves at a site if they also possess a user role at the site in question.**
3. **Rosters, whether entered individually or as a result of a batch file upload, may take up to 24 hours to process in the system.**
4. **If student scores are not available or the roster has not yet been associated with the user, then the user will be presented with “N/A.”**

## Adding an Individual Roster



**Note:** When uploading multiple rosters, it may be easier to perform those transactions through file uploads. For instructions, refer to the [Creating Rosters Through File Upload](#) subsection.

1. Under the Preparing for Testing task category, select the *Rosters* drop-down menu on the Home Page Dashboard to display the task options ([Figure 25](#)).



**Figure 25. Rosters drop-down list**

2. Select *Add Rosters* from the *Rosters* drop-down menu. The Add Rosters page loads (Figure 26).

Figure 26. Add Rosters screen

## Search for Students to Add to the Roster

1. The “Search for Students to Add to the Roster” section allows the user to search for students to add to the roster. The fields in this section are as follows:
  - **District:** Requires users to select the LEA associated with this roster
  - **School:** Requires users to select the school associated with this roster
  - **Last Name:** Allows users to enter a last name associated with this roster
  - **First Name:** Allows users to enter a first name associated with this roster
  - **SSID:** Allows users to enter the Statewide Student Identifier associated with this roster
  - **Sex:** Allows users to enter male, female, or N
  - **Grade Level When Assessed:** Allows users to select the grade associated with this roster

## CAASPP Roster Management | Adding a New Roster

- The “Search for Students to Add to the Roster” section also includes the option to filter the search by students who have been assigned test settings for the current test administration in the Test Operations Management System (TOMS). To display these optional search fields, select the [**Expand**] plus-sign icon [ + ] next to the *Advanced Search* subhead; once expanded, the [**Collapse**] minus-sign icon [ - ], appears, along with different fields to select ([Figure 27](#)).



**Caution:** Test settings updated in TOMS in the morning will be accessible in the Roster Management portion of the system by the afternoon. Any test settings inputted in TOMS after 5 p.m. will be available in Roster Management the following day.



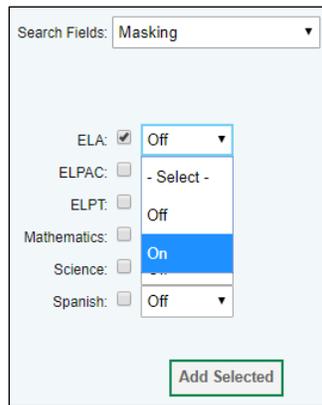
**Figure 27. Advanced Search subhead**

- In the *Search Fields* drop-down list, select the test settings to add to the search (). The options include the following:
  - Spanish Flag
  - Blocked Subjects
  - Alt 1
  - Summative Test Mode ELA
  - Summative Test Mode Math
  - Summative Test Mode Science
  - Summative Test Mode ELPAC
  - American Sign Language
  - Audio Transcriptions
  - Closed Captioning
  - Color Contrast
  - Language
  - Masking
  - Mouse Pointer
  - Non-Embedded Accommodations
  - Non-Embedded Designated Supports
  - Permissive Mode
  - Print On Demand
  - Print Size
  - Streamlined Interface
  - Text-To-Speech
  - Translation (Glossary)
  - Ethnicity
  - Admin Year
  - ELPAC Student
  - ELPAC Form
  - Unlimited Playback
  - Unlimited Record



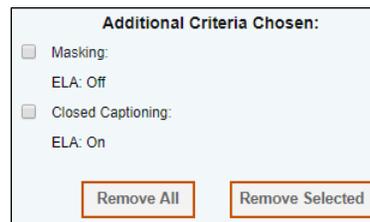
**Note:** For more information about test settings, supports, and accommodations, refer to the Smarter Balanced *Usability, Accessibility, and Accommodations Guidelines* linked on the [Smarter Balanced Accessibility Resources](#) web page.

- Upon selecting a test setting, the following optional drop-down lists will display for the test type (as applicable): English language arts/literacy (ELA), ELA performance task (ELPT), Mathematics, Science, and Spanish. (While *ELPAC* is present as an option, rosters cannot be created for the English Language Assessments for California.) Using these drop-down lists, indicate the status of the selected test setting for the particular test type ([Figure 28](#)).



**Figure 28. Search Fields options**

- Select the **[Add Selected]** button ([Figure 28](#)). This action will list the test settings search parameters under the Additional Criteria Chosen subhead ([Figure 29](#)).



**Figure 29. Additional Criteria Chosen subhead**

- Repeat steps 3–5 to add additional test settings to a search.
- If the chosen test settings are no longer desired, they may be removed entirely by selecting the **[Remove All]** button ([Figure 29](#)), or by selecting the test setting(s) individually using the checkboxes and then selecting the **[Remove Selected]** button ([Figure 29](#)).
- Once the *Search for Students to Add to the Roster* fields are complete, select the **[Search]** button (shown in [Figure 27](#)). The students fitting the search parameters and

## CAASPP Roster Management | Adding a New Roster

available to add to the roster will display in the Available Students column of the “Add Students to the Roster” section.

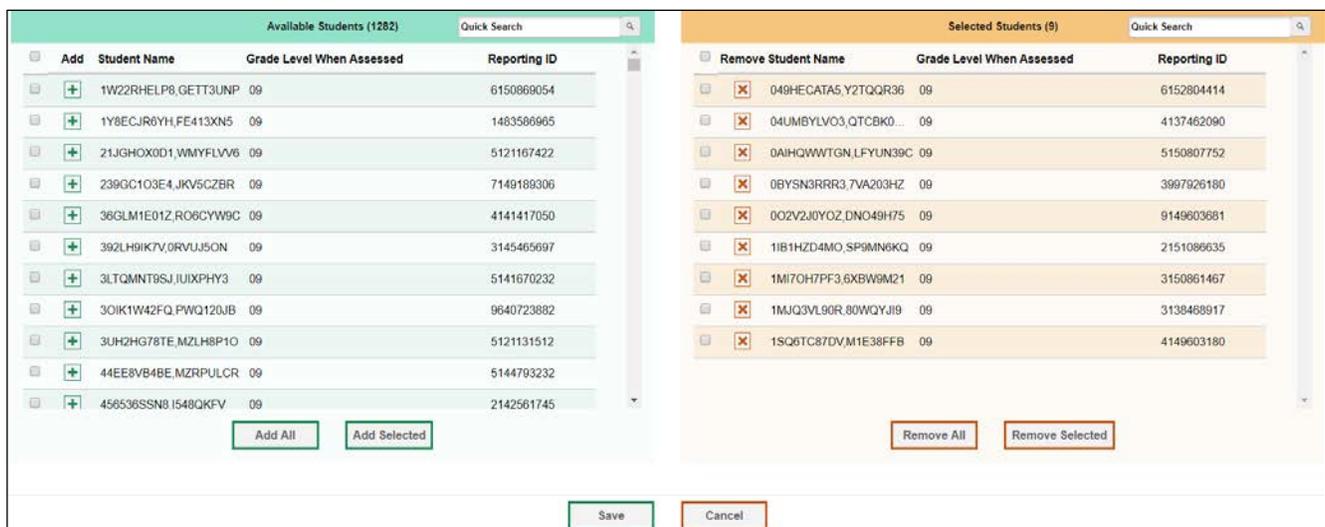
### Add Students to the Roster

1. In the “Add Students to the Roster” section ([Figure 30](#)), type a name for the roster in the *Roster Name* field. This is a required field as indicated by the asterisk (\*).



**Figure 30. Add Students to the Roster section**

2. Select the test administrator or test examiner associated with this roster from the *TA Name* drop-down list. This is also a required field as indicated by the asterisk (\*).
3. Select a radio button to indicate whether the students are current or both current and past students.
4. To add students, in the list of available students ([Figure 31](#)), do one of the following:
  - a. To move one student to the roster, select the [plus] icon  in the student’s row.
  - b. To move select students to the roster, select the checkbox next to the name of each student to move, and then select the **[Add Selected]** button.
  - c. To move all of the students in the Available Students column to the roster, select the **[Add All]** button.



Available Students (1282)			
	Add	Student Name	Grade Level When Assessed
<input type="checkbox"/>	<input type="checkbox"/>	1W22RHLP8.GETT3UNP	09
<input type="checkbox"/>	<input type="checkbox"/>	1Y8ECJR6YH.FE413XN5	09
<input type="checkbox"/>	<input type="checkbox"/>	21JGHGX0D1.WMYFLV6	09
<input type="checkbox"/>	<input type="checkbox"/>	239GC103E4.JKV5CZBR	09
<input type="checkbox"/>	<input type="checkbox"/>	36GLM1E01Z.RO6CYW9C	09
<input type="checkbox"/>	<input type="checkbox"/>	392LH9IK7V.0RVUJ5ON	09
<input type="checkbox"/>	<input type="checkbox"/>	3LTQMNT9SJ.IUXPHY3	09
<input type="checkbox"/>	<input type="checkbox"/>	3OIK1W42FQ.PWQ120JB	09
<input type="checkbox"/>	<input type="checkbox"/>	3UH2HG78TE.MZLH8P1O	09
<input type="checkbox"/>	<input type="checkbox"/>	44EE8VB4BE.MZRPULCR	09
<input type="checkbox"/>	<input type="checkbox"/>	456536SSN8.I548QKJV	09

Selected Students (9)			
	Remove Student Name	Grade Level When Assessed	Reporting ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	049HECATAS.Y2TQQR36	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	04UMBVLVO3.QTCBK0...	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0AIHQWWTGN.LFYUN39C	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0BYSN3RRR3.7VA203HZ	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0O2V2J0YOZ.DNO49H75	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11B1HZ4MO.SP9MN6KQ	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1MI7OH7PF3.6XBW9M21	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1MJQ3VL90R.80WQYJ19	09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1SQ6TC87DV.M1E38FFB	09

**Figure 31. Sample student results**

5. To remove students, take one of the these steps in the list of students in the roster ([Figure 31](#)):
  - a. To remove one student from the roster, select the [X] icon  next to the student's name.
  - b. To delete select students from the roster, select the checkbox in the left column next to the name of each student to delete, and then select the [**Remove Selected**] button.
  - c. To remove all of the students from the roster, select the [**Remove All**] button.
6. Select [**Save**] at the bottom of the screen when the roster is complete and then select the [**Continue**] button to confirm.

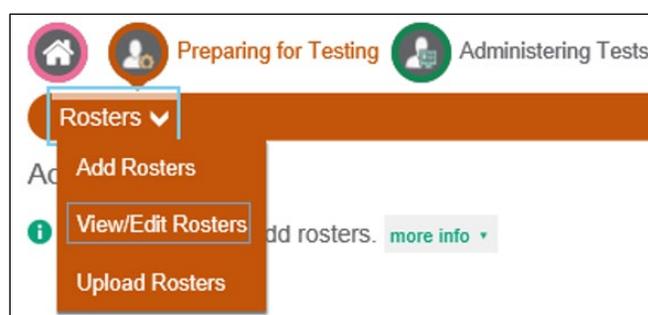
## Viewing, Editing, Deleting, and Printing a Roster

This section details how to view, edit, delete, and print an existing roster. A roster can be edited by changing its name or associated teacher (available for local educational agency [LEA] California Assessment of Student Performance and Progress [CAASPP] coordinators and CAASPP test site coordinators only) or by adding or removing students.

Rosters can only be viewed or edited based on the assigned user level, with LEA-level users able to access rosters across the LEA and school-level users able to access only those rosters either associated with the user’s site (for CAASPP test site coordinators) or assigned to that user (for test administrators and test examiners).

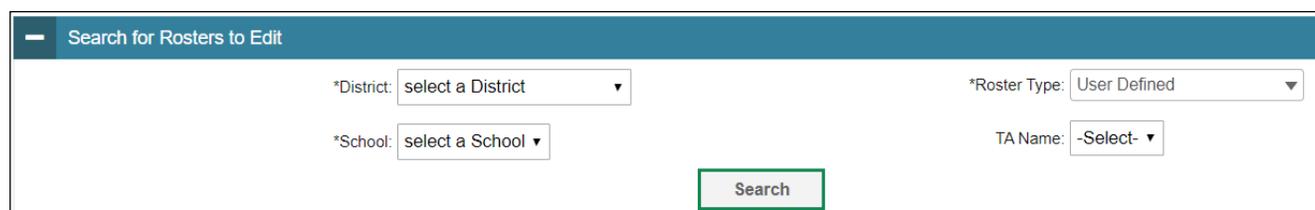
### View/Edit a Roster

- Under the Preparing for Testing task category, select the *Rosters* drop-down menu to display the task options ([Figure 32](#)).



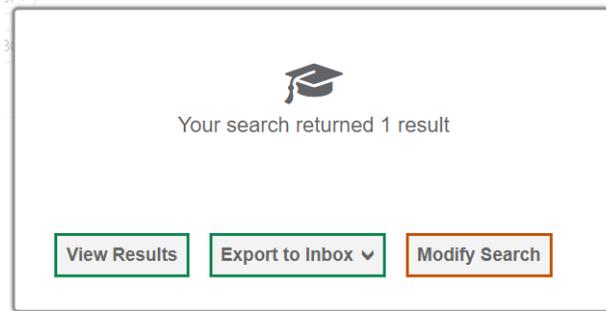
**Figure 32. Rosters drop-down menu**

- Select *View/Edit Rosters* (indicated in [Figure 32](#)). The View/Edit Rosters screen loads ([Figure 33](#)).



**Figure 33. View/Edit Rosters screen**

- The “Search for Rosters to Edit” section ([Figure 33](#)) allows the user to retrieve the roster the user would like to view or edit. Use the *District*, *School*, *Roster Type* drop-down lists to specify the roster to access. (All three of these fields are required as indicated by the asterisk [\*]; the *TA Name* drop-down list is optional.) Select the [**Search**] button.
- When the results box appears, select [**View Results**] to show the list of rosters associated with the criteria selected. If no results were returned, select the [**Modify Search**] button to enter different criteria.



**Figure 34. Results box**

- In the list of retrieved rosters ([Figure 35](#)), select the [pencil] icon  for the roster to view or edit.

View/Edit Rosters

Use this page to view, edit, or delete rosters. [more info](#)

+ Search for Rosters to Edit

Note: For multiple roster selection, you may print 1000 students at a time.

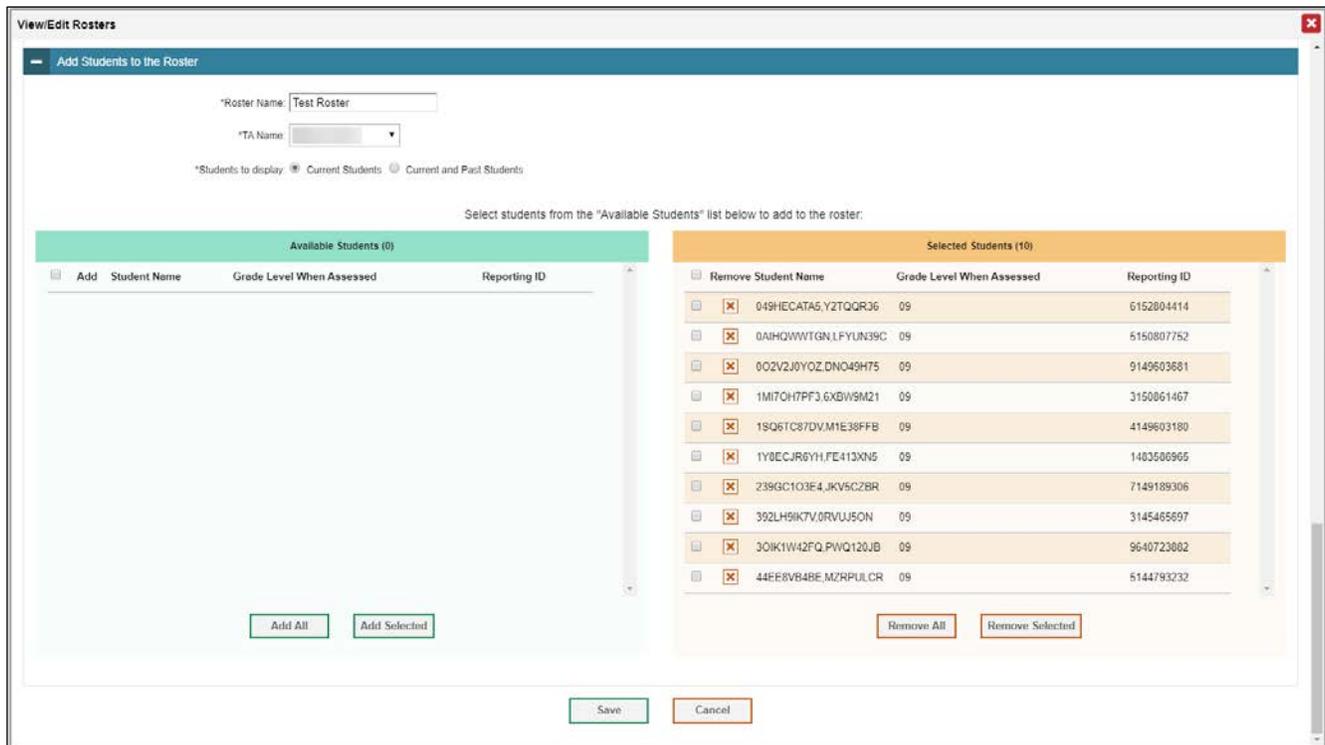
Number of rosters found: 1 Enter search terms to filter search results

<input checked="" type="checkbox"/>	Edit	Roster Name	T/A Name	Grades In Roster	Number Of Students
<input checked="" type="checkbox"/>		Test Roster		09	10

**Figure 35. Retrieved Rosters list**

## CAASPP Roster Management | Viewing, Editing, Deleting, and Printing a Roster

- In the “Search for Students to Add to the Roster” section, search for students by following the procedure in the [Searching for Students to Add to the Roster](#) subsection of this guide.



**Figure 36. View/Edit Rosters review screen**

- To change the name of the roster, enter the revised or new name in the *Roster Name* field of the “Add Students to the Roster” section ([Figure 36](#)). (This field will be prepopulated with the roster’s current name.)
- To change the teacher associated with the roster, select the new teacher from the *TA Name* drop-down list. (This field will be prepopulated with the name of the teacher currently associated with the roster.)
- To add students, take one of the following actions in the list of available students (sample in [Figure 33](#); instructions are in the [Add Students to the Roster](#) instructions):
  - To move an individual student to the roster, select the [plus] icon  associated with that student.
  - To move all of the students in the Available Students list to the roster, select the **[Add All]** button.
  - To move selected students to the roster, mark the checkboxes for the students to add, and then select **[Add Selected]**.
- To remove students, do one of the following in the list of students in the roster (sample in [Figure 33](#); instructions are in the [Add Students to the Roster](#) instructions):

- a. To remove an individual student from the roster, select the [X] icon  associated with that student.
  - b. To remove all of the students from the roster, select the [Remove All] button.
  - c. To remove selected students from the roster, mark the checkboxes for the students to remove, then select the [Remove Selected] button.
11. Select the [Save] button, and in the confirmation pop-up window, select [Continue].

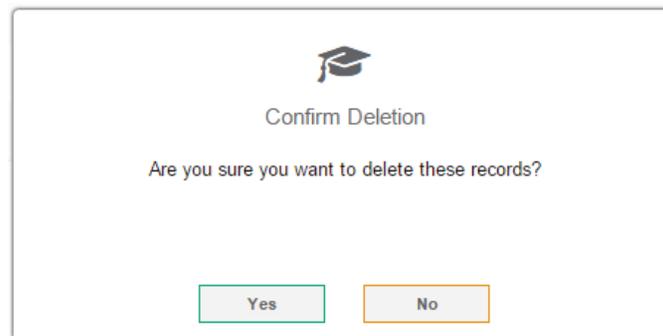
## Delete a Roster

1. Retrieve the rosters to delete by following the procedure in the [View/Edit a Roster](#) subsection.
2. In the list of retrieved rosters ([Figure 37](#)), do one of the following to delete a roster:
  - a. To delete a selected roster(s), mark the checkbox in the left column for the roster(s) to delete.
  - b. To delete all of the rosters, mark the checkbox at the top of the table to select all of the rosters.



**Figure 37. [Delete] icon on the Retrieved Rosters list**

3. Select the [Delete] icon  and in the *Confirm Deletion* pop-up window ([Figure 38](#)), select [Yes].



**Figure 38. Delete Roster Confirmation pop-up window**

## Print a Roster

1. Retrieve the rosters to delete by following the procedure in the [View/Edit a Roster](#) subsection.
2. In the list of retrieved rosters ([Figure 37](#)), take one of the following actions to print a roster:
  - a. To print a selected roster(s), mark the checkbox for the roster(s) to print.
  - b. To print all of the rosters, mark the checkbox at the top of the table.
3. Select the **[Print]** icon [] and in the drop-down menu, select either *Roster* or *Student Settings and Tools*.
  - **Roster:** Generates a print-ready version of the roster, with columns for student name, grade level when assessed, and Statewide Student Identifier (SSID) ([Figure 39](#)).
  - **Student Settings and Tools:** Generates a print-ready version of the assigned student settings and tools, with columns for student name, enrolled grade, school, district, and test settings and tools ([Figure 40](#)).

Roster Student List		
School ID: 0000000000000000		
School Name: <input type="text"/>		
TA Name: <input type="text"/>		
Roster Name: Test Roster		
Student Name	Grade Level When Assessed	Reporting ID
049HECATA5,Y2TQQR36	08	0000000000
0AIHQWWTGN,LFYUN39C	08	0000000000
0O2V2J0YOZ,DNO49H75	08	0000000000

**Figure 39. Roster print view**

Student Settings and Tools					
Roster : Test Roster					
Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
049HECATA5, Y2TQQR36	0000000000	08	(0000000000000000)	(0000000000000000)	<b>ELA</b> Print Size:3X
0AIHQWWTGN, LFYUN39C	0000000000	08	(0000000000000000)	(0000000000000000)	<b>ELA</b> Print Size:3X
0O2V2J0YOZ, DNO49H75	0000000000	08	(0000000000000000)	(0000000000000000)	<b>Mathematics</b> Translation (Glossary):English Glossary&Russian Glossary

**Figure 40. Student Test Settings and Tools print view**

- The print-ready version of the selected roster format will open in a separate window. Select **[Print]**.

## Creating Rosters Through File Upload

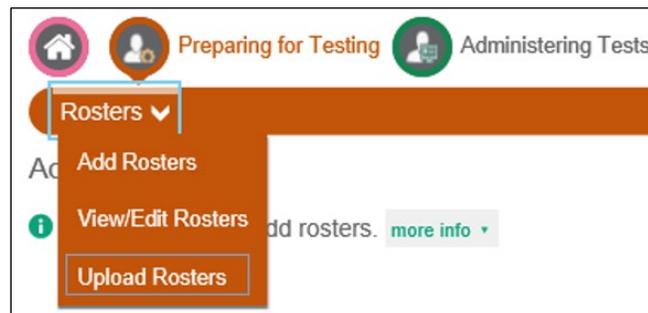
If there are many rosters to create, it may be easier to perform those transactions through file uploads. There are four steps to the process, as outlined next.



**Note:** This task requires familiarity with composing comma separated value (CSV) files or working with Microsoft Excel.

### Step 1. Upload

1. Under the Preparing for Testing task category, select the *Rosters* drop-down menu to display the task options ([Figure 41](#)).



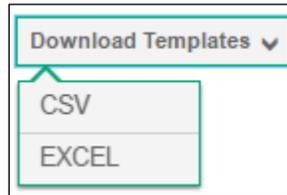
**Figure 41. Rosters drop-down menu**

2. Select *Upload Rosters* (indicated in [Figure 41](#)). The Upload Rosters page loads ([Figure 42](#)).



**Figure 42. Step 1: Upload Rosters screen**

3. To ease and streamline the upload process, use one of the provided document templates. To download a template, select the *Download Templates* drop-down menu and choose between a CSV or Microsoft Excel template ([Figure 43](#)).



**Figure 43. Download Templates drop-down menu**

- Navigate to the downloaded template and complete the template for the roster. [Table 8](#) provides the guidelines for filling out the template.

**Table 8. Columns in the Rosters Template**

Column Name	Description	Valid Values
School ID	School associated with the roster	School ID as it appears in the Test Operations Management System (TOMS), up to 20 characters
Email Address*	Email address of the teacher associated with the roster	Email address of a teacher existing in TOMS
Roster Name*	Name of the roster	Up to 20 characters
SSID*	Student's unique identifier within the LEA	Up to 30 alphanumeric characters
Action	Action to perform	<i>Add or Delete</i>

\* Required field

- [Figure 44](#) shows a sample of a completed template.

	A	B	C	D
1	School ID	Email Address	Roster Name	SSID
2	9999	<a href="mailto:caltac@ets.org">caltac@ets.org</a>	GradeSix	9999999999
3	9999	<a href="mailto:caltac@ets.org">caltac@ets.org</a>	GradeSix	1111111111
4				

**Figure 44. Sample Roster Upload file**

The sample roster template uses a roster called “GradeSix.” If the roster “GradeSix” does not exist in school 9999, the system performs one or more of the following:

- Creates the roster “GradeSix”
- Associates the teacher whose email address is [caltac@ets.org](mailto:caltac@ets.org) with the roster
- Adds the SSIDs 9999999999 and 1111111111 to the roster “GradeSix”

## CAASPP Roster Management | Creating Rosters Through File Upload

- Once the roster is complete, navigate to the saved file on the computer by selecting the **[Browse]** button on the Upload Roster page ([Figure 45](#)). Select the roster file in the pop-up window.

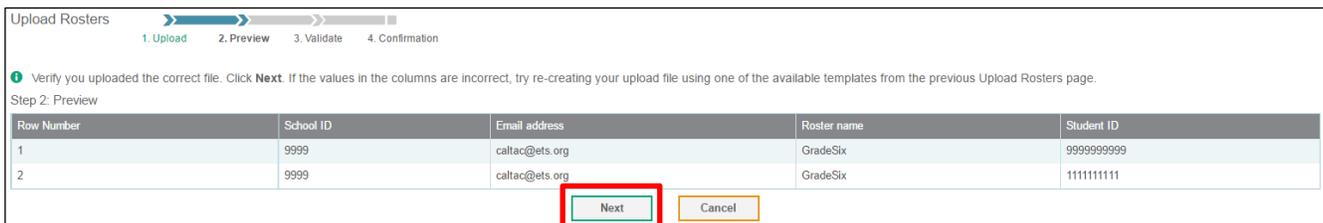


**Figure 45. Step 1: Upload Rosters screen**

- Select the **[Next]** button at the center of the page ([Figure 45](#)).

### Step 2. Preview

- A preview of the file will load. Verify the correct file has been uploaded and select **[Next]** ([Figure 46](#)).



Row Number	School ID	Email address	Roster name	Student ID
1	9999	caltac@ets.org	GradeSix	9999999999
2	9999	caltac@ets.org	GradeSix	1111111111

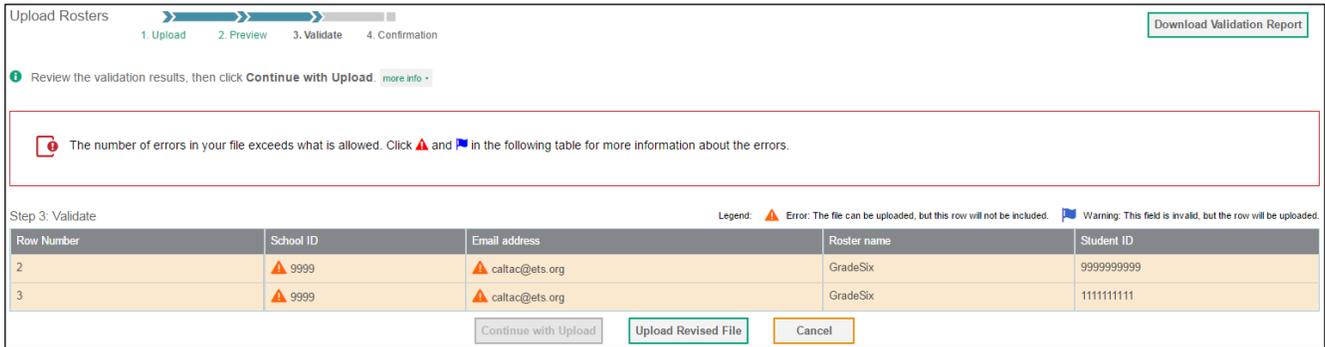
**Figure 46. Step 2: Preview screen**

### Step 3. Validate

- If the system detects any errors in the file, a notification will appear at this step. For detected errors, fix and reload the file. A warning will be received at this step if the file includes invalid fields, but the file still can be uploaded.

The **[Error]** icon [  ] indicates a record has errors and will be excluded. If a file has enough accumulated errors, the entire file will need to be corrected and uploaded.

The **[Warning]** icon [  ] indicates a particular field is invalid, but the record will still be uploaded ([Figure 47](#)).



Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

The number of errors in your file exceeds what is allowed. Click ▲ and ■ in the following table for more information about the errors.

Step 3: Validate

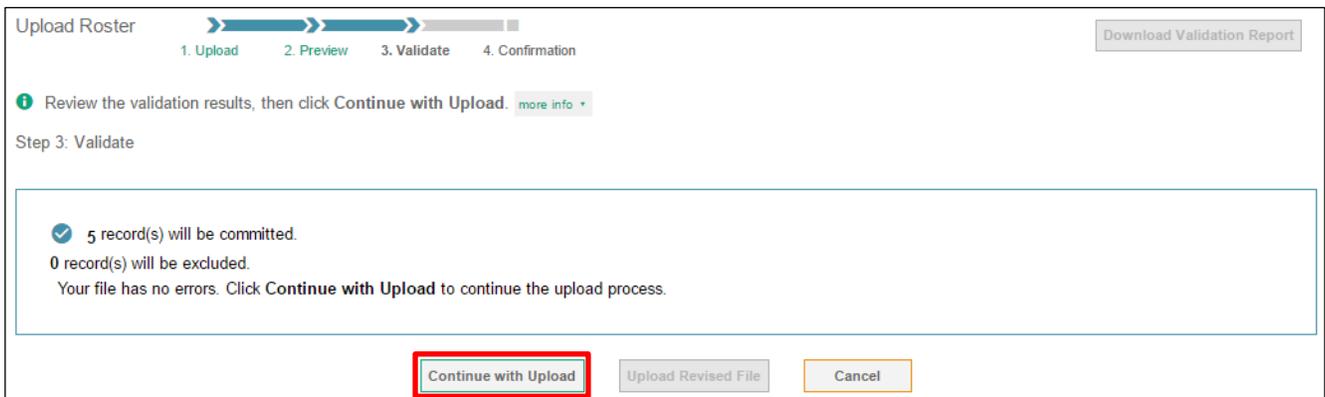
Legend: ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This field is invalid, but the row will be uploaded.

Row Number	School ID	Email address	Roster name	Student ID
2	▲ 9999	▲ calltac@ets.org	GradeSix	9999999999
3	▲ 9999	▲ calltac@ets.org	GradeSix	1111111111

Continue with Upload Upload Revised File Cancel

**Figure 47. Step 3: Validate screen with errors**

- Once the file has been validated, select [**Continue with Upload**] to continue the upload process (Figure 48).



Upload Roster

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

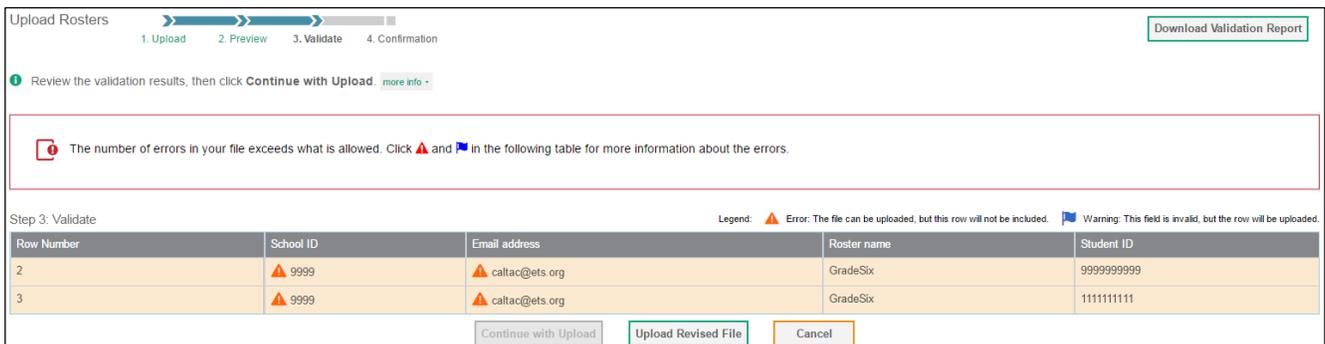
5 record(s) will be committed.  
0 record(s) will be excluded.  
Your file has no errors. Click **Continue with Upload** to continue the upload process.

Continue with Upload Upload Revised File Cancel

**Figure 48. Step 3: Validate screen without errors**

### Step 4. Confirmation

- The *Confirmation* screen will load when the roster has been successfully uploaded to the system (Figure 49). Select the [**Upload New File**] button to upload another roster and repeat the process.



Upload Rosters

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

The number of errors in your file exceeds what is allowed. Click ▲ and ■ in the following table for more information about the errors.

Step 3: Validate

Legend: ▲ Error: The file can be uploaded, but this row will not be included. ■ Warning: This field is invalid, but the row will be uploaded.

Row Number	School ID	Email address	Roster name	Student ID
2	▲ 9999	▲ calltac@ets.org	GradeSix	9999999999
3	▲ 9999	▲ calltac@ets.org	GradeSix	1111111111

Continue with Upload Upload Revised File Cancel

**Figure 49. Step 4: Confirmation screen**

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# Chapter 4. Appendices

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## 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 Coordinators  
Toll-Free Phone Support: 800-955-2954  
Email Support: [caltac@ets.org](mailto:caltac@ets.org)  
Websites: <http://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]