



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Entering CAASPP Condition Codes into the Test Operations Management System

NUMBER: REF-6531.0

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ROUTING
Principals
Testing Coordinators
LD Administration
Administrators of Instruction
Directors of Instruction
Directors of Operations
Directors of School Support Services
LD Superintendent

DUE DATE: Condition Codes must be entered in TOMS by September 15, 2015

PURPOSE: This Reference Guide provides instructions to schools on how to enter Condition Codes in the Test Operations Management System (TOMS) for students who participated in the California Assessment of Student Performance and Progress (CAASPP) program in spring 2015.

MAJOR CHANGES: The functionality to request the rescoring of a test is now programmed within TOMS. This new feature must not be selected for any student without prior approval from the principal and submission of the budget transfer to the Student Testing Branch to cover the test vendor service charges.

INSTRUCTIONS: I. BACKGROUND

TOMS is a secure registration and management system that permits authorized users to perform a number of tasks for the CAASPP program. The system provides District and Test Site Coordinator users with the tools to manage the test delivery system for students participating in the state assessment program. One important and recently released component of the Student Profile in TOMS is the Score Status information. Within the Score Status feature, applicable students will require a specific Condition Code to be entered to ensure that the student results are reflected accurately in the state data file that is used for accountability.

Although the Score Status and the Condition Code functionality has only recently been activated in TOMS, because of the fast approaching release of the CAASPP scores, Test Site Coordinators are being asked to enter the appropriate Condition Codes for applicable students by no later than September 15, 2015.



II. PURPOSE OF GUIDELINES

The purpose of this Reference Guide is to provide instructions to schools on how to enter Condition Codes in TOMS for students who participated in the CAASPP program in spring 2015. CAASPP Test Site Coordinators are required to enter by selecting the Condition Codes in TOMS as soon as possible, but no later than September 15, 2015 to ensure student results are reflected accurately in the student data file that is used for accountability.

CAASPP Test Site Coordinators must check school Smarter Balanced Assessment and paper-pencil tests records including Attachment K from the *2015 CAASPP Paper and Pencil Administration Instructions*, titled *Record of Students Not Tested with CST, CMA, CAPA and STS, Spring 2015* to identify any student that needs an applicable Condition Code (listed in the following section) to be entered in the system. Note that some of the codes apply only to students testing online and some apply only to students taking a paper-pencil test (PPT); most apply to both. Condition Codes for PPTs are derived from those marked on answer documents for these tests and cannot be changed or added online, except for code “NE” for Non-EL, for the Standards-based Test for Spanish (STS) for Reading Language Arts (RLA).

III. CONDITION CODES IN TOMS

The following are steps to access the *Select Conditional Codes* dialog box:

1. Go to CAASPP website at www.caaspp.org.
2. Select the TOMS button and log in to the system.
3. Click on the Student tab on the left.
4. Open a Student Profile in TOMS using the student’s credentials
5. Select the [Score Status] tab.
6. Select the [Cond. Codes] button in the Actions column for the appropriate test row.
7. Select the appropriate code for the student from the “Select condition code” drop-down list.
8. Select [Save] to save the student’s code.
9. If necessary, repeat steps 1-5 for any other tests the student took.

The Condition Codes available for selection in TOMS are as follows:

Code	Condition	Mode of Testing
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ABS	The student was absent for the entire testing window and was administered no tests.	Online or PPT
C	The student was observed cheating (special condition C on PPT answer documents).	Online or PPT
NT	The student did not log on to either the computer adaptive test (CAT) or performance task (PT).	Online
NTE	The student was not tested due to significant medical emergency (special condition E on PPT answer documents).	Online or PPT
USA	The student used an unapproved support or aid.	Online or PPT

Note: If schools did not select the Parent Exempted tab for any applicable student for either the online or paper-pencil test, schools may do so at this time. The PGE code, shown below, can be set under the [Test Mode] tab on a Student Profile. On the [Test Mode] tab page, select the Parent Exemption box and click on the Update button to update the student record. The Parent Exempted code will display in the Condition Code column on the Score Status screen once a student's results have fully completed processing.

Code	Condition	Mode of Testing
PGE	The student was not tested by parent/guardian request.	Online or PPT

In addition to the release of the Score Status tab, the system will also display the Condition Codes on the Student Profile screen. Final Condition Codes will be displayed on the Condition Codes column on the Score Status screen once a student's results have fully completed processing. The codes in the Condition Codes column are final and cannot be changed. All the codes shown in the following table except for the PGE code are not available for change in the Select Conditional Codes dialog box. The LOSS, T, and INC codes will be extracted from a student's responses on an assessment. The PGE code can be set under the [Test Mode] tab on a Student Profile.

Code	Condition	Mode of Testing
LOSS	The student attempted the assessment but did not meet the threshold of 10 CAT and 1 PT item. This student's	Online or PPT



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	score and achievement level will be at LOSS (the lowest obtainable scale score).	
PGE	The student was not tested by parent/guardian request (special condition P on PPT answer documents).	Online or PPT
T	The student provided no answers.	PPT
INC	The student did not answer a sufficient number of questions to produce a valid score (incomplete test).	PPT

IV. REQUEST RESCORE

The functionality to request the rescoring of a test is now programmed within TOMS. The Request Rescore button is located on the Score Status page under Student Profile. This new feature although accessible to a CAASPP Test Site Coordinator, must not be selected for any student without prior approval from the principal and processing of the budget transfer to the Student Testing Branch to cover the test vendor’s service charge. Schools that select the [Request Rescore] button to request that a test be rescored will be responsible for the service costs. The cost to rescore all the human-scored questions in a single content area within an online summative assessment is \$142, and the cost to have a CST or CMA for Science paper-pencil test hand-scored is \$52. Prior to requesting a rescore of any tests, schools must contact the Student Testing Branch for the required documentation.

CAUTION! Selecting the Request Rescore tab that is located above the Condition Code tab cannot be retracted or undone and will generate an expense that has not yet been approved. Do not accidentally select the Rescore request tab. If schools need assistance with the Request Rescore functionality, please contact the Student Testing Branch.

NOTE: There is NO validation or confirmation step for the Request Rescore tab. Once you select the Request Rescore tab, the request is generated directly to the test vendor.

V. TOMS ACCOUNTS

CAASPP Test Site/School Coordinator user level accounts are required to access and update TOMS. 2014-15 School Coordinator TOMS accounts will remain active to allow schools to enter the necessary condition codes in the system. School coordinators that need assistance with their password should access the TOMS log-in page from the CAASPP website at



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www.caaspp.org, and click on *Forgot Your Password?* and enter necessary information.

Schools that have new CAASPP Test Site Coordinators with the responsibility of entering 2014-15 Condition Codes in the system will need to follow these procedures to receive a temporary TOMS account:

1. Coordinator must self-enroll in the *2014-15 CAASPP Security Forms* class in the Learning Zone. View the entire presentation and complete the assessment.
2. Principal must send email to studenttestingbranch@lausd.net to identify the new coordinator and officially request an account. Subject line should be NEW TOMS ACCOUNT REQUEST.

RELATED RESOURCES:

Instructions on how to access Condition Codes in TOMS can be found on the CAASPP Instructions for Using TOMS Condition Codes Web page at <http://caaspp.org/administration/toms/condition-codes2015.html>.

ASSISTANCE:

For assistance or further information, please contact the Student Testing Branch at (213) 241-4104.