



Chapter 1. Introduction

CALIFORNIA
Assessment of Student Performance and Progress

2019–2020 Interim
Assessment User Guide

Smarter Balanced Interim Assessments for English
Language Arts/Literacy and Mathematics

- ◆ Interim Assessment Viewing System
- ◆ Interim Assessment Administration
- ◆ Interim Assessment Hand Scoring System
- ◆ California Educator Reporting System

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Introduction to the User Guide

This manual provides guidance on the overall process of the California Assessment of Student Performance and Progress (CAASPP) interim assessment administration. This user guide supports any local educational agency (LEA) personnel who administer the Smarter Balanced Interim Assessments, LEA personnel who use the Interim Assessment Hand Scoring System (IAHSS) to score Smarter Balanced Interim Assessment responses, and staff members who access and use the California Educator Reporting System (CERS).




Organization of the User Guide

The following bulleted list contains brief descriptions of key concepts discussed in each section of this manual.

- [Chapter 1: Introduction](#)
 - New features
 - Interim assessment types
 - Resources and training
- [Chapter 2: Interim Assessment Viewing System](#)
 - View all Interim Comprehensive Assessments (ICAs)
 - View all Interim Assessment Blocks (IABs)
- [Chapter 3: Interim Assessment Administration](#)
 - Interim assessment administration and monitoring
 - Student assessment accessibility resources
 - Understanding the student testing site
- [Chapter 4: Interim Assessment Hand Scoring System \(IAHSS\)](#)
 - Overview of the IAHSS
 - Using the IAHSS to hand score interim assessments
 - Scoring status types
- [Chapter 5: California Educator Reporting System \(CERS\)](#)
 - Features of the system
 - Accessing CERS
 - Understanding data security and privacy
- [Appendices](#)
 - Register users to administer interim assessments and view student reports and downloads (Test Operations Management System [TOMS])
 - Definitions of reporting terms
 - Reporting System Sandbox

[Table 1](#) includes key symbols and elements used throughout the document.

Table 1. Key Symbols and Elements

Element	Description
	Warning: This symbol accompanies important information regarding actions that may cause fatal system errors.
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information that may be of interest.
[Text]	Text in brackets is used to indicate a link or button that is selectable.
Text	Text that is underlined and colored (blue) is used to indicate hyperlinks or cross references in the document.

What's New

[Table 2](#) describes the new features for 2019–2020.

Table 2. What's New

Feature	Change
The California Educator Reporting System (CERS)	The Interim Assessment Reporting System (IARS) name was changed to CERS.
All user roles are set through the Test Operations Management System (TOMS).	The Administration and Registration Tools (ART) interface has been phased out. Interim assessment user registration to view student reports and downloads, as well as access to the Digital Library, is no longer conducted in ART.
Updated ICA Blueprints	Updated ICA blueprints more closely align with those of the summative assessments.
Grade nine and ten ICAs	New grade nine and ten ICAs for English language arts/literacy (ELA) and mathematics include grade-appropriate cut scores.
Focused IABs	There are 21 focused IABs (three per grade) for ELA and 21 focused IABs (three per grade) for mathematics
Translation glossaries for additional languages	Hmong and Somali translation glossaries were added to all items in IABs and ICAs.

Table 2 (*continuation*)

Feature	Change
Illustration glossaries	This is a new accessibility resource added to all interim assessments where illustrations are provided instead of text translations.
Enhancements to the IA Viewing System	Universal tools are enabled along with American Sign Language (ASL). The calculator is available on appropriate items.

Single Sign-On—Systems

Single Sign-On (SSO) allows a user to have a single set of credentials to access all the California assessment-related systems, including the California Educator Reporting System (CERS) and Smarter Balanced Digital Library. Users can log on to the individual systems through caaspp.org and elpac.org sites and can also transition between most systems once they are logged onto a system. In the Test Operations Management System (TOMS), hyperlinks to these systems can be found under the **[Links]** tab in the top navigation bar.

LEA staff who do not need access to CA assessment-related systems but instead require only access to the Smarter Balanced Digital Library can select the **[Smarter Balanced Digital Library]** button available on caaspp.org to register.

Following are the California assessment systems available through the SSO.

- **TOMS**
- **Test Administrator (TA) Interface**
- **Completion Status and Roster Management**
- **Online Reporting System (ORS)**
- **Data Entry Interface (DEI) (ELPAC only)**
- **Interim Assessment Viewing System**
- **Interim Assessment Hand Scoring System**
- **California Educator Reporting System (CERS)**
- **Digital Library**
- **Practice and Training Tests**

[Figure 1](#) shows this system in a graphical form.

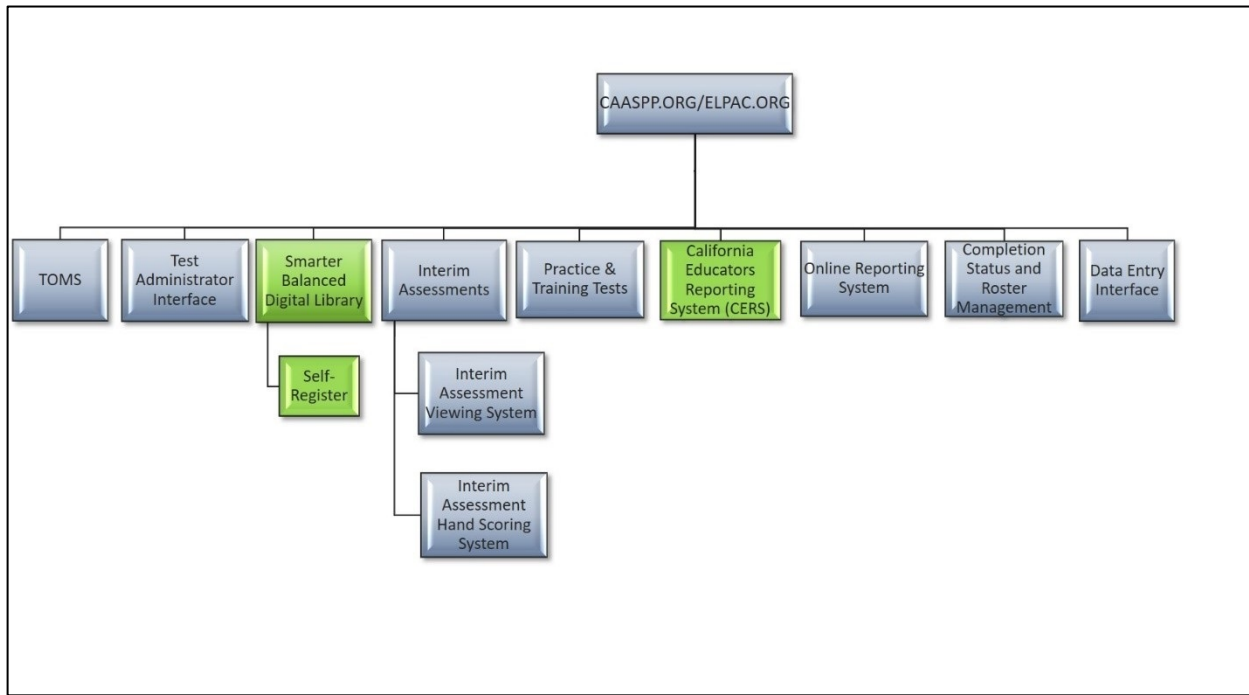


Figure 1. Single Sign-On—Systems

User Roles and Permissions are Provided through TOMS

All users must enter their SSO username and password to log on to the California assessment systems via the Test Operations Management System (TOMS). User registration to view student results and downloads is now conducted in TOMS, as the Administration and Registration Tools (ART) has been phased out. Note that each user can be assigned **only one** TOMS account across all sites and programs, no matter how many different LEAs or sites the user is associated with and regardless of the user access (role) level.

This is shown in [Table 3](#).

Table 3. TOMS System Access for CAASPP and ELPAC Users

User Role	TA Interface	Completion Status	IAVS	IAHSS	CERS	Practice and Training Tests
LEA CAASPP Coordinator	All CAASPP	Entire LEA	Yes	Yes	Entire LEA	CAASPP Only
Site CAASPP Coordinator	All CAASPP	Site Level	Yes	Yes	Site Level	CAASPP Only
CAASPP Test Administrator	All CAASPP excluding CAAs	Site Level	Yes	Yes	Roster—Site Level	CAASPP Only
CAASPP Test Examiner	All CAASPP	Site Level	Yes	Yes	Roster—Site Level	CAASPP Only
CAASPP IA Administrator Only	CAASPP Interim Assessments	Site Level	Yes	Yes	Roster—Site Level	CAASPP Only
Educator—District	No	Entire LEA	No	No	Entire LEA	No
Educator—Test Site	No	Site Level	No	No	Site Level	No
Educator—Roster	No	Site Level	No	No	Roster—Site Level	No
Digital Library Only	No	No	No	No	No	No
LEA ELPAC Coordinator	Summative ELPAC and Smarter Balanced Interim Assessments	Entire LEA	Yes*	Yes*	Entire LEA	ELPAC and CAASPP English language arts/literacy and Mathematics*

Table 3 (continuation)

User Role	TA Interface	Completion Status	IAVS	IAHSS	CERS	Practice and Training Tests
Site ELPAC Coordinator	Summative ELPAC and Smarter Balanced Interim Assessments	Site Level	Yes*	Yes*	Site Level	ELPAC and CAASPP English language arts/literacy and Mathematics *
ELPAC Test Examiner	Summative ELPAC and Smarter Balanced Interim Assessments	Site Level	Yes*	Yes*	Roster—Site Level	ELPAC and CAASPP English language arts/literacy and Mathematics *

*Available January 2020

Interim Assessment Types and Results

The Smarter Balanced Interim Assessments are online tests that provide educators with information necessary to guide instruction and support student learning. Two types of interim assessments are available: ICAs and IABs.

- **ICAs** are built on the same blueprints as the Smarter Balanced Summative Assessments. The ICAs include the same item types and formats, including performance tasks, as the summative assessments and yield results on the same vertical scale.
- **IABs** focus on smaller sets of targets (1–8) and therefore provide more detailed information for instructional purposes. The IABs yield overall information for each block. Focused IABs fall under the umbrella of IABs and assess 1–3 targets. They will only be called out specifically in this user guide when there are differences.

The interim assessments are aligned with grade-level content in ELA and mathematics for grades three through eleven. LEAs have the flexibility to administer any interim assessment to any student irrespective of the student’s enrolled grade.

Interim assessment results are generally available within 20 minutes after all scoring—including hand scoring—has been completed.

- A minimal delay may occur when there are high testing volumes during the summative testing window and when responses are flagged during quality assurance checks.
- If an interim assessment (ICA or IAB) requires hand scoring, then the hand scoring **must** be completed before student results will be generated.
- Hand scoring of interim assessments is a local responsibility.



Warning: For ICAs, scoring (including any hand scoring) for **both** the performance task and the computer-based test must be completed and submitted to produce results in CERS.

Interim Assessment Security Requirement

In California, the Smarter Balanced Interim Assessments are available only to educators in California LEAs. (Nonpublic school educators who provide direct instruction to California public school students may also have access.)

The interim assessments are not for public use, display, or distribution. Interim assessment items must not be copied into third-party systems without the permission of Smarter Balanced. Any use, display, or distribution of the interim assessments that results in access to individuals beyond LEA staff and students is considered a security compromise. In the event of a security compromise, LEA staff should notify their LEA CAASPP coordinator immediately. Immediate action should be taken to contain and limit the scope of the compromise by collecting and destroying any hard copy or electronic materials containing test content.



Note: The process for reporting a security compromise for interim assessments does not use the Security and Test Administration Incident Reporting System. In the event of a suspected interim assessment security compromise, please notify the LEA CAASPP coordinator.

Resources and Training



Resources Linked in This Subsection:

- CAASPP Student Accessibility Resources and Test Settings web page—<http://www.caaspp.org/administration/accessibility/>
- CAASPP Interim Assessment Administration Resources web page—<http://www.caaspp.org/ta-resources/interim.html>
- CAASPP Manuals and Instructions web page—<http://www.caaspp.org/administration/instructions/>
- CAASPP website—<http://www.caaspp.org/>
- CDE Smarter Balanced Interim Assessments web page—<https://www.cde.ca.gov/ta/tg/sa/sbacinterimassess.asp>
- 2019–2020 Interim Assessments by Grade—<https://www.cde.ca.gov/ta/tg/sa/documents/sbiasbygrade.pdf>

- Interim Assessment Viewing System website—
<https://capt.tds.airast.org/student/?a=ResponseEntry>
- Data Dictionary for Reporting System Exports—
<http://www.caaspp.org/rsc/pdfs/CAASPP--Data-Dictionary-March-2019.docx>
- Test Operations Management System Resources web page—
www.caaspp.org/administration/toms/index.html

All LEA and school staff involved in the administration of the interim assessments may visit the [CAASPP website](#) for links to all CAASPP manuals and guides—as well as other resources such as the Practice and Training Test website, the Test Administrator Interface, secure browsers, and the Digital Library. The California Department of Education Smarter Balanced Interim Assessments web page also has many valuable resources.

Resources include the following:

- **[Interim Assessment Viewing System](#)**—The Interim Assessment Viewing System contains all of the Smarter Balanced Interim Assessments. It is designed to allow teachers to see the interim assessments and understand the types of questions on the Interim Assessment Blocks (IABs) and the Interim Comprehensive Assessments (ICAs) and the scope of the content on an interim assessment. It allows teachers to better gauge when to administer a specific interim assessment.
- **[Interim Assessment Administration Resources](#)**—This web page contains many resources to assist test administrators in the administration of the interim assessments, including links to access the following:
 - *Interim Assessment User Guide*
 - *Interim Assessment Reporting System Sandbox User Guide*
 - *Interim Assessment Reporting System Sandbox*
 - *Guide to CAASPP Completion Status and Roster Management*
 - *Quick Reference Guide: How to Access the Interim Assessment Viewing System*
 - 2019–2020 Smarter Balanced Interim Assessments At-a-Glance
- **Hand Scoring Training Guides and Exemplars**—These materials consist of rubrics and example responses to assist educators in hand scoring the constructed-response items as well as the performance tasks. They can be found in [TOMS](#); log on and choose the **[Resources]** tab in the navigation bar. Then choose **[Interim Assessment Secure Materials - Hand Scoring Training Guides]** under **Available Materials**. These same materials are also available via the CAASPP [Interim Assessment Administration Resources](#) web page. Select the **[Hand Scoring Training Guides and Exemplars]** button at the center of the page and follow the previous directions for accessing these resources within TOMS.
- **CDE Smarter Balanced Interim Assessments web page**—This web page provides LEAs with interim assessment information and resources for planning and implementation of ICAs and IABs. Resources on this page include the IA Blueprints, IA Fact Sheet, At-a-Glance documents, IA Overview, IA Video Series, and IA FAQs.

- **2019–2020 Interim Assessments by Grade—**
<https://www.cde.ca.gov/ta/tq/sa/documents/sbiasbygrade.pdf>. This document provides a list of all interim assessments available by grade, including the claims and targets, total number of items, and the number of items that are hand scored. This information is intended to assist LEAs in planning for the administration and local hand scoring of the interim assessments.
- **Administration Guides for LEA CAASPP Coordinators and CAASPP Test Site Coordinators—**Manuals can also be found on the CAASPP [Manuals and Instructions](#) web page and include the following:
 - *CAASPP and English Language Proficiency Assessments for California (ELPAC) Technical Specifications and Configuration Guide for Online Testing*
 - *CAASPP and ELPAC TOMS User Guide*
- **Accessibility Resources for LEA CAASPP Coordinators and CAASPP Test Site Coordinators—**Additional resources can also be found on the CAASPP [Student Accessibility Resources and Test Settings](#) web page and include the following:
 - *CAASPP and ELPAC Accessibility Guide for Online Testing*
 - *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines*

[Figure 2](#) presents a flow diagram of the interim assessment administration, scoring, and reporting process. All users must have current administration-year TOMS credentials with roles that allow administration of an interim assessment. Student test settings and accessibility resources should be set in TOMS prior to administering an interim assessment.

The flow diagram begins with Identity Management in CAASPP.org. From there, Identity Management flows in two different directions (to the right and downward).

- The path to the Test Administrator Interface provides access to all CAASPP online assessments, including the summative, interim, and alternate assessments. The data moves to the test delivery system and the Interim Assessment Hand Scoring System, which users access to score student responses to hand scored items. Machine and hand scored data flows to the California Educator Reporting System, where users can access interim assessment results.
- The path from Identity Management in CAASPP.org feeds data directly into TOMS, which flows to the Test Administrator Interface.

Note that both CALPADS and Identity Management feed into TOMS.

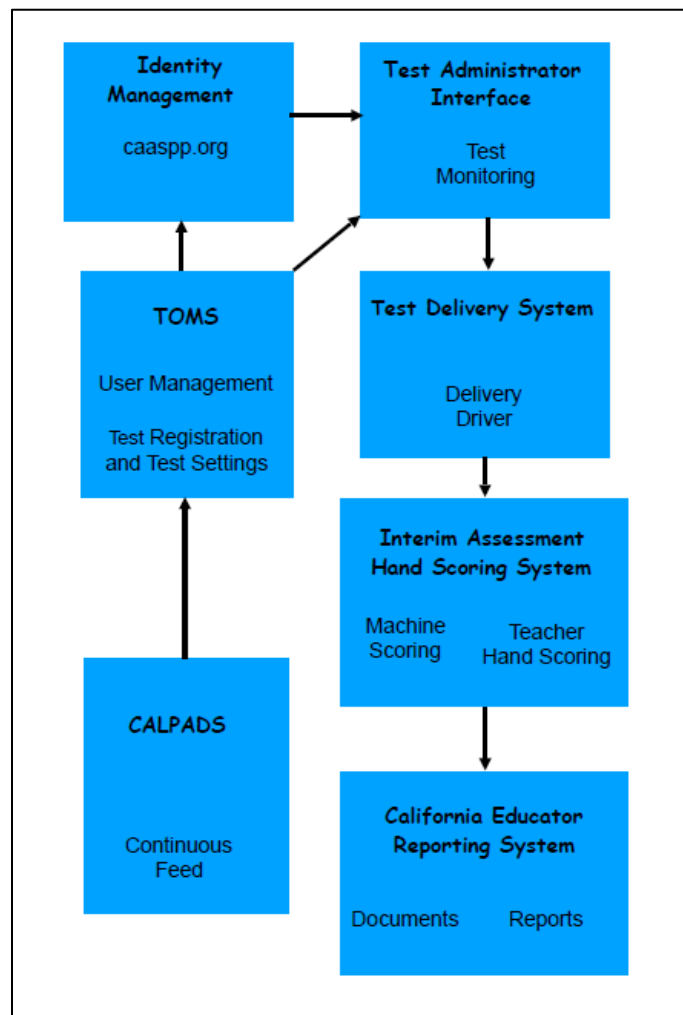


Figure 2. Interim Assessments: Overall flow diagram

Technical Requirements

Resources Linked in This Section:

- California Assessment of Student Performance and Progress (CAASPP) website—<http://www.caaspp.org/>
- *CAASPP and English Language Proficiency Assessments for California (ELPAC) Technical Specifications and Configuration Guide for Online Testing* web document—<http://www.caaspp.org/rsc/pdfs/CAASPP-ELPAC.tech-specs-and-config-guide.2019-20.pdf>

Approved Web Browsers—California Educator Reporting System

Reports from the California Educator Reporting System (CERS) are designed to be viewed using standard up-to-date web browsers running on most available hardware. Be sure to use the correct combination of operating system and web browser.

Operating Systems	Approved Web Browsers
Windows 7 SP1 (Professional and Enterprise)	Chrome 75+ and Firefox 60+
Windows 8.0 (Professional and Enterprise)	Chrome 75+ and Firefox 60+
Windows 8.1 (Professional and Enterprise)	Chrome 75+ and Firefox 60+
Windows 10 and 10 in S mode (Professional, Educational, and Enterprise) <ul style="list-style-type: none"> • Versions 1507–1809 • Version 1903 (upon acceptance) 	Chrome 75+, Firefox 60+, and Edge
Windows Server <ul style="list-style-type: none"> • 2012 R2 • 2016 R2 (thin client) 	Chrome 75+ and Firefox 60+
macOS X <ul style="list-style-type: none"> • Versions 10.9–10.14 • Versions 10.15 (upon acceptance) 	Chrome 75+, Firefox 60+, and Safari 9+
Linux Fedora LTS (Gnome) <ul style="list-style-type: none"> • Versions 28–29 • Version 30 (upon acceptance) 	Chrome 75+ and Firefox 60+

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Technical Requirements

Approved web browsers (continuation)

Operating Systems	Approved Web Browsers
Linux Ubuntu LTS (Gnome) <ul style="list-style-type: none"> • Version 16.04 • Version 18.04 • Version 20.04 (64-bit only) 	Chrome 75+ and Firefox 60+
IOS 11.4	Safari 11
IOS 12.2	Safari 12
iPadOS (upon acceptance)	Safari 13 (upon acceptance)
Android <ul style="list-style-type: none"> • Version 7.1 • Version 8.1 	Chrome 75+
Chrome OS 75+	Chrome 75+

Otherwise, for CERS users, the technical requirements for viewing reports do not exceed or extend the technology readiness requirements established by Smarter Balanced. CERS is intended to be accessed from a computer or tablet.

All students taking an interim assessment will need access to a computer that has the Secure Browser version 12 installed. These requirements can be found on the [CAASPP website](#) after selecting the [**Secure Browsers**] button or by accessing the [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](#).

Pop-Up Blockers

Before beginning an interim assessment, pop-ups must be enabled by turning off the web browser's pop-up blocker. If pop-ups are not enabled, an error message will appear. What follows are four common ways to turn off a pop-up blocker:

Edge

1. Select the [**Cogwheel**] icon in the upper-right corner.
2. Select *Internet options*.
3. Select the [**Privacy**] tab.
4. Uncheck the *Turn on Pop-up Blocker* box.
5. Select [**OK**].

Mozilla Firefox

1. Select the [**More Options**] button in the upper-right corner.
2. Access Options.
3. Select the [**Privacy & Security**] tab.
4. Scroll down to the “Permissions” section.
5. Uncheck the *Block Pop-Up Windows* box.
6. Close out of Options.

Google Chrome

1. Select the ellipses icon in the upper-right corner to access the *Customize and Control Google Chrome* menu.
2. Access Settings.
3. Scroll to the bottom of the web page and select the [Advanced] link.
4. In the “Privacy and security” section, select the [**Site Settings**] button.
5. Scroll down to the “Pop-ups and Redirects” section.
6. Select the toggle button in the upper-right corner to allow all sites to show pop-ups.
7. Close out of Settings.

Safari

1. Select [**Safari**] in the top menu bar to access Preferences.
2. Select the [**Websites**] icon.
3. In the left pane, select the [**Pop Up Windows**] button.
4. In the bottom-right corner, for “When Visiting Other Websites,” select *Allow* in the drop-down list.
5. Exit the Preferences pane.

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