



Chapter 5. California Educator Reporting System

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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The California Educator Reporting System (CERS)



Resources Linked in This Section:

- California Assessment of Student Performance and Progress (CAASPP) website—<http://www.caaspp.org/>
- *Smarter Balanced Interpretive Guide for English Language Arts/Literacy and Mathematics Assessments* web document—<https://portal.smarterbalanced.org/library/en/reporting-system-interpretive-guide.pdf>
- *Smarter Balanced Reporting System User Guide* web document—<https://portal.smarterbalanced.org/library/en/reporting-system-user-guide.pdf>


This section of the *Interim Assessment User Guide* provides general information about the reporting system. For detailed information on using the CERS, refer to the [California Educator Reporting System User Guide](#).



Note: California local educational agencies (LEAs) will use the Online Reporting System for accessing results from Smarter Balanced Online Summative Assessments.

What's New

- The Interim Assessment Reporting System name has changed to CERS. CERS displays interim assessment results for educators; and over the next two years, student results from all summative CAASPP and ELPAC assessments will be added.



Note: New user roles must be used to create and manage groups. Refer to the [CAASPP and ELPAC TOMS User Guide](#) for additional information.

Access to CERS

LEA CAASPP coordinators are designated as authorized personnel by their superintendent at the beginning of the school year. Beginning in January 2020, certain ELPAC roles will also have access to the interim assessments and to CERS. The California Department of Education (CDE) will provide access to LEA coordinators (CAASPP and ELPAC) via CalTAC. Each LEA coordinator, in turn, will be authorized to grant access to LEA and school staff through Test Operations Management (TOMS) interface.

- This is the same logon used for TOMS. LEA CAASPP and ELPAC coordinators should contact the California Technical Assistance Center by telephone at 800-955-2954 or by email at caltac@ets.org for assistance with logon credentials.



Note: Prior to granting access to users, the LEA CAASPP or ELPAC coordinator should follow state and federal privacy laws as well as local LEA policies.

Before LEA coordinators grant other LEA staff members access to CERS, they should read and understand the user roles that are available as well as the implications of assigning the roles to authorized educators.

CERS user roles are an integral part of ensuring that the security controls provide the intended level of protection. All LEA representatives who are authorized to access CERS are required to protect interim assessment reporting information in any form. This includes information contained on printed reports, data downloaded onto computers and computer media (e.g., compact discs, thumb or flash drives), information on user computer monitors, files transmitted via email, or information in any other format.

Data Security and Privacy

Personally identifiable information (PII) is protected through the latest encryption and security technology. Educators are only permitted to view data for students at either a school or LEA. Only data an educator has been explicitly authorized to view may be viewed. Follow state and federal laws, as well as LEA policy, and only provide access to authorized individuals.

CERS collects and maintains educational records that contain PII about students.

User roles in CERS are implemented to protect the information processed and stored within the system. Specifically, these user roles are designed to do the following:

- Protect the privacy and confidentiality of the system information
- Ensure that only authorized users (educators) access the system
- Ensure that educators are uniquely identified when using the system
- Associate and connect certain actions performed—within the system—to specific educators
- Ensure that educators have access to perform only the actions they have been authorized to carry out



Alert: Access to student PII is strictly regulated by state and federal laws and LEA policies. The CDE does not provide legal interpretation of state or federal privacy laws. LEAs should consult with their local legal offices to ensure that local processes follow applicable state and federal laws and regulations.

Logging On to the CERS

Users are only permitted to view data for students that they have been explicitly authorized to view by their LEA CAASPP or ELPAC coordinator. There are two primary options for logging on to CERS.

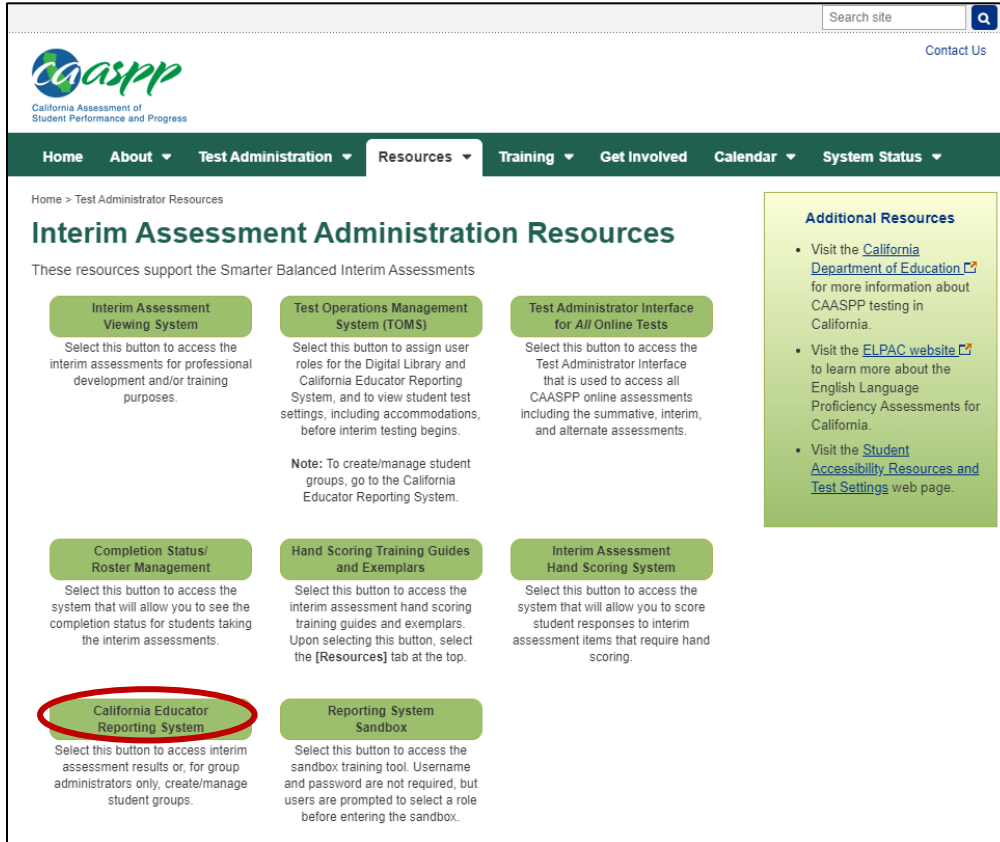
Option one:

1. Go to the [CAASPP website](#) and select the [Smarter Balanced Interim Assessments] button ([Figure 86](#)).



Figure 86. Button on CAASPP website

2. This will open the *Interim Assessment Administration Resources* web page. Select the **[California Educator Reporting System]** button ([Figure 87](#))



The screenshot shows the CAASPP website's "Interim Assessment Administration Resources" page. The page features a navigation menu with "Resources" selected. The main content area is titled "Interim Assessment Administration Resources" and lists several resource buttons. The "California Educator Reporting System" button is circled in red. The page also includes an "Additional Resources" sidebar with links to the California Department of Education, ELPAC website, and Student Accessibility Resources and Test Settings.

Home > Test Administrator Resources

Interim Assessment Administration Resources

These resources support the Smarter Balanced Interim Assessments

- Interim Assessment Viewing System**
Select this button to access the interim assessments for professional development and/or training purposes.
- Test Operations Management System (TOMS)**
Select this button to assign user roles for the Digital Library and California Educator Reporting System, and to view student test settings, including accommodations, before interim testing begins.
Note: To create/manage student groups, go to the California Educator Reporting System.
- Test Administrator Interface for All Online Tests**
Select this button to access the Test Administrator Interface that is used to access all CAASPP online assessments including the summative, interim, and alternate assessments.
- Completion Status/Roster Management**
Select this button to access the system that will allow you to see the completion status for students taking the interim assessments.
- Hand Scoring Training Guides and Exemplars**
Select this button to access the interim assessment hand scoring training guides and exemplars. Upon selecting this button, select the [Resources] tab at the top.
- Interim Assessment Hand Scoring System**
Select this button to access the system that will allow you to score student responses to interim assessment items that require hand scoring.
- California Educator Reporting System**
Select this button to access interim assessment results or, for group administrators only, create/manage student groups.
- Reporting System Sandbox**
Select this button to access the sandbox training tool. Username and password are not required, but users are prompted to select a role before entering the sandbox.

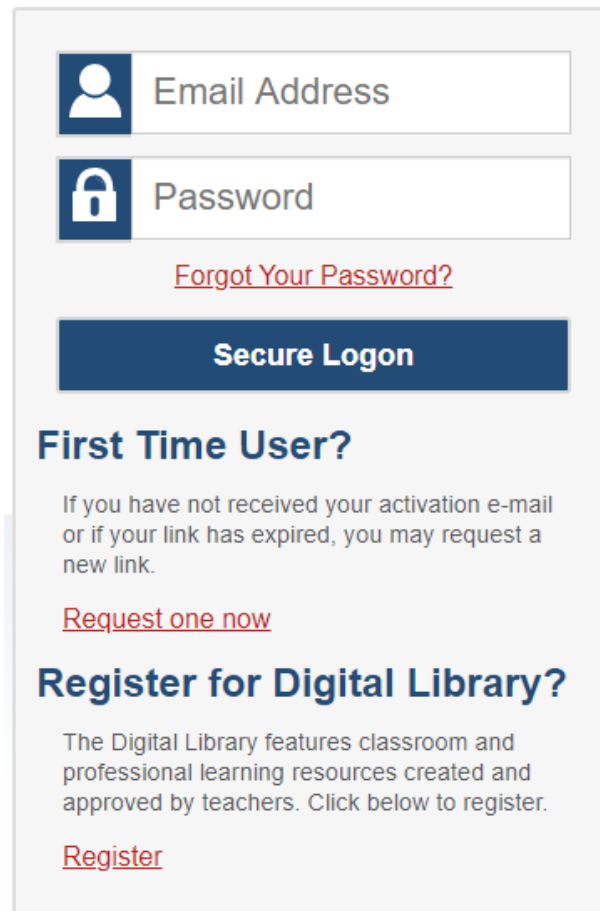
Additional Resources

- Visit the [California Department of Education](#) for more information about CAASPP testing in California.
- Visit the [ELPAC website](#) to learn more about the English Language Proficiency Assessments for California.
- Visit the [Student Accessibility Resources and Test Settings](#) web page.

Figure 87. [California Educator Reporting System] button

- This will open the *Logon* screen ([Figure 88](#)).

Logon



The screenshot shows a login interface with the following elements:

- Email Address:** A text input field with a person icon on the left.
- Password:** A text input field with a padlock icon on the left.
- Forgot Your Password?:** A red text link below the password field.
- Secure Logon:** A dark blue button with white text.
- First Time User?:** A section header followed by explanatory text and a red text link: [Request one now](#).
- Register for Digital Library?:** A section header followed by explanatory text and a red text link: [Register](#).

Figure 88. *Logon* screen

- On the *Logon* screen, enter the requested username and password—this will be the same information used to access TOMS.

Option two:

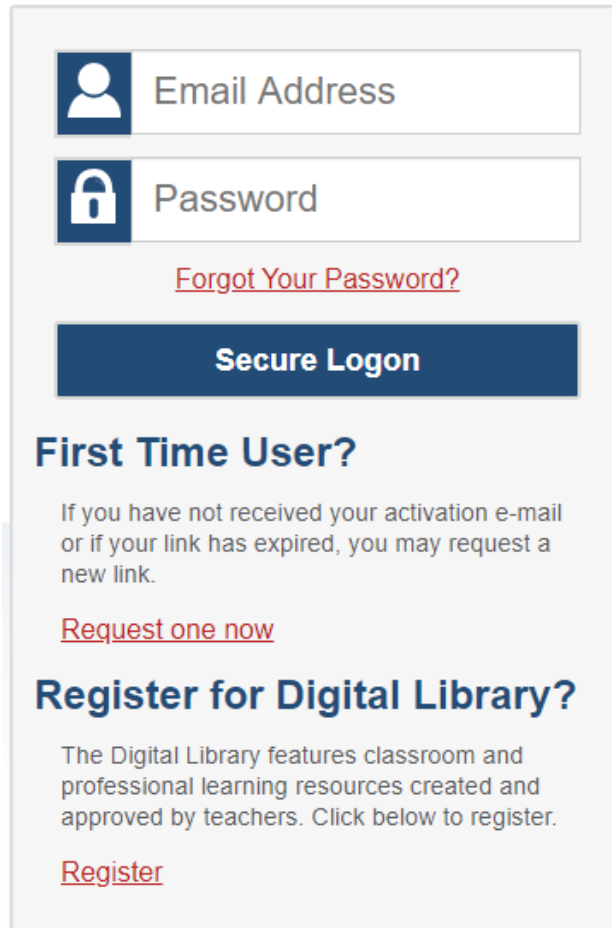
1. Go to the [CAASPP website](#) and select the [Test Operations Management System (TOMS)] button ([Figure 89](#)).



Figure 89. TOMS Button on CAASPP website

2. This will open the *Logon* screen ([Figure 90](#)).

Logon



The screenshot shows a login interface with the following elements:

- An input field for "Email Address" with a person icon on the left.
- An input field for "Password" with a lock icon on the left.
- A red link: [Forgot Your Password?](#)
- A dark blue button labeled "Secure Logon".
- A section titled "First Time User?" with the text: "If you have not received your activation e-mail or if your link has expired, you may request a new link." and a red link: [Request one now](#).
- A section titled "Register for Digital Library?" with the text: "The Digital Library features classroom and professional learning resources created and approved by teachers. Click below to register." and a red link: [Register](#).

Figure 90. Logon screen

3. Enter email address and password ([Figure 90](#)).
4. Select the [**Secure Logon**] button ([Figure 90](#)):
 - a. If the logon credentials are correct, users are redirected to the CERS home page.
 - b. If logon credentials are incorrect, a notification appears. Users should contact the administrator if experiencing logon credential difficulties.
5. This will open up the TOMS landing page where users will be prompted to select a role for the session ([Figure 90](#)).

6. Once a role is selected for the current session, select the [OK] button ([Figure 91](#)).

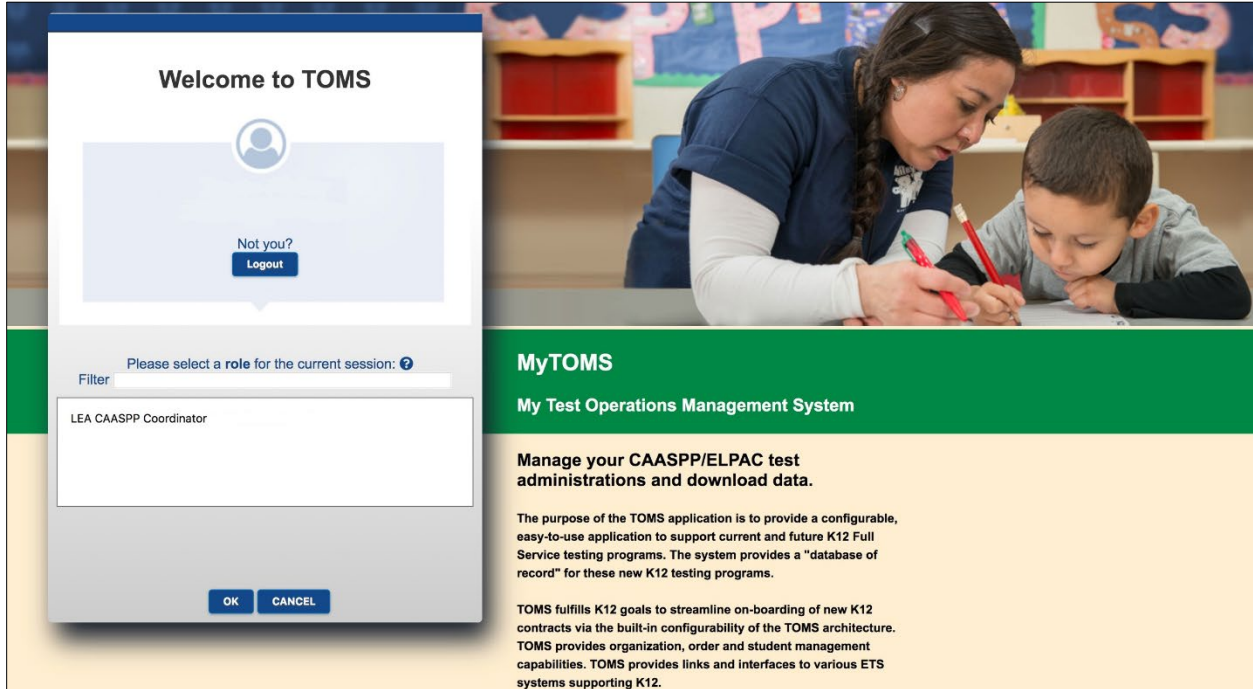


Figure 91. TOMS landing page

7. This will open up the MyTOMS Home page ([Figure 92](#)).

8. Select the [Links] tab at the top ([Figure 92](#)).

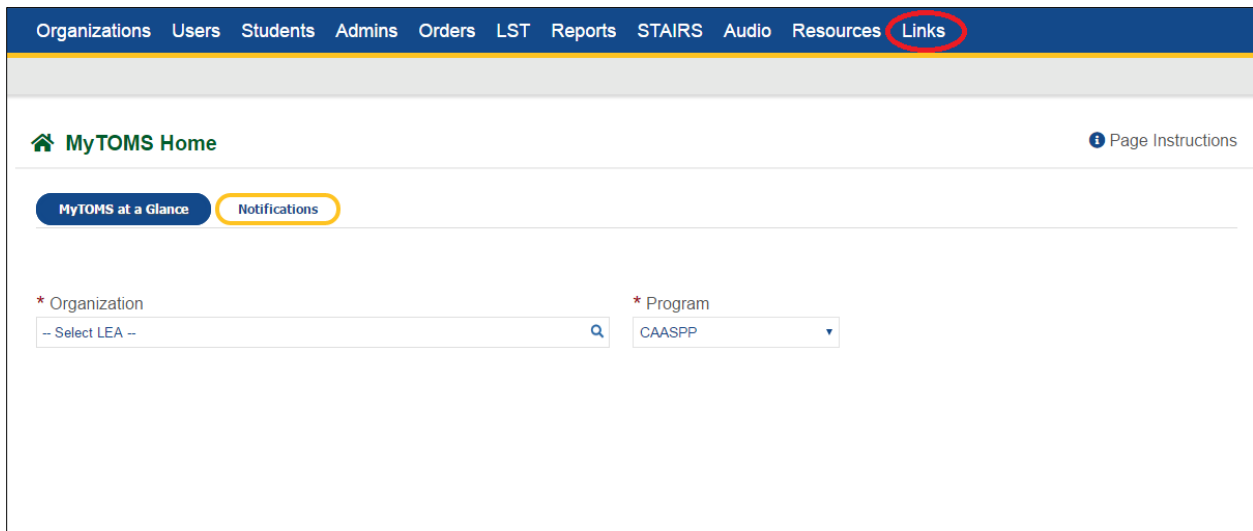


Figure 92. MyTOMS Home page

California Educator Reporting System | The California Educator Reporting System (CERS)

9. Select the [**California Educator Reporting System (CERS)**] link ([Figure 93](#)) which will take the user to CERS.

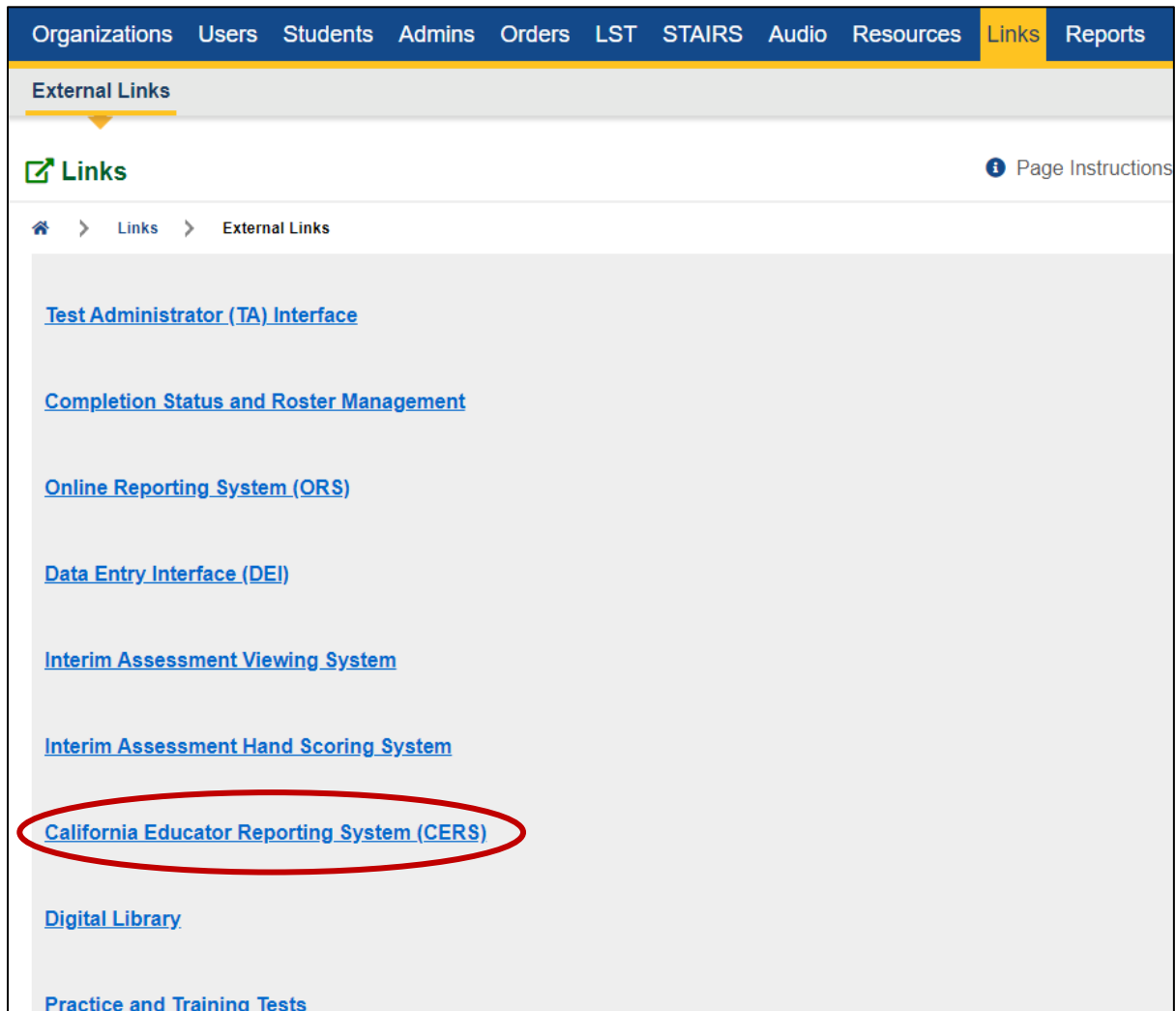


Figure 93. CERS link

For instructions on how to use the California Educator Reporting System, please read the [California Educator Reporting System User Guide](#).

In addition, the [Smarter Balanced Interpretive Guide](#) is available to help educators, parents/guardians, and other stakeholders interpret interim assessment reports. The guide addresses questions of how to evaluate group, student, and item-level data from these assessments to improve teaching and learning.