
From:

Sent:

Tuesday, February 5, 2019 8:23 AM

To:

Subject:

New and Improved 2019-20 Designation Form, Security Agreement, and Security Affidavit Process



Measuring the Power of Learning.™

Dear LEA ELPAC or CAASPP Coordinator:

For the 2019–20 testing administrations for the English Language Proficiency Assessments for California (ELPAC) and the California Assessment of Student Performance and Progress (CAASPP), the California Department of Education (CDE), along with Educational Testing Service (ETS), are launching a new and improved process for completing the superintendent’s designation of the local educational agency (LEA) ELPAC and CAASPP coordinators.

We recommend being prepared to support your superintendent through this process as new Test Operations Management Systems (TOMS) users and encourage them to complete this process as early as possible to ensure your continued access to TOMS.

This new and improved process ensures users have completed any necessary forms and eliminates the need for you to track completion of paper forms locally.

This functionality will be released according to the following schedule:

February 2019—ELPAC TOMS will send an automated email to superintendents on February 11, 2019, granting them access to the ELPAC TOMS, which they will use to designate the LEA ELPAC coordinator for the upcoming 2019–20 administration. Designated coordinators will receive an email, from TOMS, alerting them to their role and containing instructions on how to create or renew their ELPAC TOMS user account. They will be prompted to complete their security agreement and affidavit for ELPAC upon logon.

April 2019—CAASPP TOMS will send an automated email to superintendents notifying them the functionality is now available for them to designate the CAASPP coordinator role for the upcoming 2019–20 administration. Designated coordinators will receive an email, from TOMS, alerting them to their role and containing instructions on how to create or renew their CAASPP TOMS user account. They will be prompted to complete their security agreement and affidavit for CAASPP upon logon. At this time, LEA coordinators also will have access to an *LEA Coordinators Security Forms Status Report* listing TOMS users who have completed necessary forms.

July 2019—ELPAC and CAASPP TOMS will roll over to the 2019–20 administration with the availability of the 2019–20 Initial ELPAC.

September 2019—CAASPP will roll over to the 2019–20 administration with the availability of the 2019–20 Interim Assessments.

As coordinators establish additional TOMS users, these users will receive an automated email with instructions for setting up their own TOMS account. They will be prompted to complete their security agreement, affidavit, or both for the appropriate assessment upon logon to the ELPAC or CAASPP system.

Questions regarding the new process for designating a coordinator should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

Website: <http://www.caaspp.org/> or <https://www.elpac.org/>

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