

## EL Civics Additional Assessment Numbering System TOPSpro Patch

**Issue:** Since the California EL Civics Web site and Civic Objectives/Additional Assessment Plans selection system was not fully operational until late September, some Civic Participation agencies had entered their CDE approved Additional Assessment Plans using the 2003-04 numbering system.

The current selection process allows agencies to select one of three options

Option		Form Number
1	2004-05 Pre-approved	001C-045C
2	2003-04 CDE Approved	201C-299C
3	New or Revised CDE Approved	301C-399C

TOPSpro has a validity check to ensure that the CDE approved form number has been entered as the additional assessment. If an agency enters an unapproved additional assessment, TOPSpro flags the unapproved test record with the color magenta.

This patch enables option 2 (2003-04 prior year approved objectives and additional assessment plans/form numbers) and option 3 (2004-05 new/revised objectives and additional assessment plans/form numbers) import to become approved assessments that are eligible to earn payment points.

This patch also fixes a programming error for drop code 19 (tests below scaled scored 180).

**Note: Prior to installing any service pack or patch, agencies should backup their TOPSpro database to a media (diskette, CD-ROM, zip disk, memory storage) to a location not on their computer. If you place your backup on your computer's hard drive and the hard drives fails/crashes, you will not be able to recover your data.**

Both the TOPSpro 4.4 Service Pack and AA patch are located on the California EL Civics Web site ([http://www.casas.org/ELC/vc\\_elc\\_home.cfm](http://www.casas.org/ELC/vc_elc_home.cfm)). If you cannot download the patch, contact TOPSpro technical support at 800-255-1036 to receive a CD-ROM containing the service pack and patch.

### Action:

1. Agencies should install **TOPSpro 4.4 Service Pack 2**.
2. Agencies run **TOPSpro Additional Assessment Import Wizard** to import their CDE approved list of Civic Objectives and Additional Assessment test form numbers.
3. Agencies should **print the additional assessment import list** as the last step of the import process.
4. Agencies should open their TOPSpro Test Lister and **filter for magenta records** to determine the number of records requiring revision.
5. Agencies can **manually change each additional assessment form number** to

the CDE approved form number or use the **batch repair global edit feature** to change one or several records at the same time. (See **TOPSpro 4.4 Release notes items 2 and 3 for information concerning the batch repair global edit feature.**)

6. After editing the test records to the approved form number, agencies should **run the Revalidation Wizard to reset their TOPSpro data.** By revalidating the database the magenta records will change to a clear color reflecting the edits.

Agencies wishing further information should contact their EL Civics Program Specialist, California Accountability Program staff (CAPM@casas.org), or TOPSpro technical support (TOPSpro@casas.org).