Opt-out Instructions

1. Go to the CAASPP website www.caaspp.org 2. Select "Test Operations Management System (TOMS)"	
3. Login with credentials you received from CalTac	
4. Select "Students" from the top row of tabs.	

5. Search for your student by SSID or name. Click "Search".	**Students** > **View & Edit Students** **Search for Students** ❓ SSID First Name Last Name Organization Dana Hills High [30664643038569] 🔍 Grade All Unlisted Resources (UR) Select Review Status English Language Acquisition Status All **SEARCH** **CLEAR**
6. Click on the magnifying glass icon next to your student's name.	# Name SSID School Grade Actions Unlisted Resources UR Submitted Date 1 Dana Hills High (30664643038569) 12 🔍 2 Dana Hills High (30664643038569) 11 🔍 3 Dana Hills High (30664643038569) 10 🔍 4 Dana Hills High (30664643038569) 09 🔍
7. Select "Test Assignments" along the top tabs. 8. Scroll down to "Current Active Test Assignments" box. This will show the tests assigned for this student. 9. Click "COND. CODE" for the test(s) the student is opting-out of. 10. Select condition code from dropdown menu – most commonly used is PGE, Parent/Guardian Exemption. Be sure to have exemption in writing before entering this code. 11. Click "Save".	**Student Profile** Demographic **Test Assignments** Test Settings Unlisted Resources Score Status Reporting **Test Assignments** ❓ **Current Active Test Assignments for** | Test Program	Test Assignment Status	Test Delivery Mode	Condition Code	Action ❓
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Smarter Balanced for English Language Arts/Literacy	Assigned ✅	Online		**COND. CODE**
Smarter Balanced for Mathematics	Assigned ✅	Online		**COND. CODE**	 ⚠ **Select Condition Code** Select the condition code for this student. * Select condition code Code Key NTE: Not tested medical emergency PGE: Parent/Guardian exemption **CANCEL** **SAVE**

12. Now you will see the exemption code for that test, meaning this student is exempt for the ELA test, etc.	**Current Active Test Assignments for** [ ] 	Test Program	Test Assignment Status	Test Delivery Mode	Condition Code	Action ❓
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Smarter Balanced for English Language Arts/Literacy	Assigned ✅	Online	PGE	**COND. CODE**
Smarter Balanced for Mathematics	Assigned ✅	Online		**COND. CODE**	
13. Scroll all the way to the bottom and click "Save" to save exemption(s).		Smarter Balanced for English Language Arts/Literacy	Assigned ✅	Online		**COND. CODE**
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Smarter Balanced for Mathematics	Assigned ✅	Online		**COND. CODE**	
					
					Add/Remove Test Assignments ❓
					
					☑ General Assessments
					    • Smarter Balanced for English Language Arts/Literacy
					    • Smarter Balanced for Mathematics
					    ☐ California Science Test
					☐ California Spanish Assessment
					
					SAVE