

Opt-out Instructions

1. Go to the CAASPP website
www.caaspp.org
2. Select “Test Operations Management System (TOMS)”

Spring Administration/Remote Testing Guidance website. The site also includes a link to the [Spring Administration for Parent/Guardian](#) website.' Below the navigation is a photo of students. A row of green buttons includes 'Test Operations Management System (TOMS)', 'Test Administrator Interface for All Online Tests', 'Practice & Training Tests', 'Tools for Teachers', 'California Educator Reporting System (CERS)', 'Completion Status', 'Smarter Balanced Content Explorer', and 'Smarter Balanced Interim Assessments'. A sidebar on the right titled 'Help for LEA CAASPP Coordinators' provides contact information: Hours: M-F, 7 a.m. to 5 p.m. PT, Phone: 800-955-2954, Email: caltac@ets.org, Online: [Chat now](#). At the bottom right is a 'Latest News and Tips for the CAASPP Administration' section and an 'Additional Resources' button."/>

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	Grade	
Dana Hills High [30664643038569]	All	
Unlisted Resources (UR)	English Language Acquisition Status	
Select Review 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	[REDACTED]		Dana Hills High (30664643038569)	12			
2	[REDACTED]		Dana Hills High (30664643038569)	11			
3	[REDACTED]		Dana Hills High (30664643038569)	10			
4	[REDACTED]		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 [REDACTED]

Test Program	Test Assignment Status	Test Delivery Mode	Condition Code	Action ?
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 [REDACTED]				
Test Program	Test Assignment Status	Test Delivery Mode	Condition Code	Action ?
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
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