

Opt-out Instructions

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

CAASPP
California Assessment of Student Performance and Progress

WELCOME TO THE CAASPP PORTAL

Home About Test Administration Resources Training Get Involved Calendar System Status

Access information about spring administration on the [Spring Administration/Remote Testing Guidance](#) website. The site also includes a link to the [Spring Administration for Parent/Guardian](#) website.

Test Operations Management System (TOMS) Test Administrator Interface for All Online Tests Practice & Training Tests Tools for Teachers

California Educator Reporting System (CERS) Access to the CAASPP Test Operations Management System Completion status Smarter Balanced Content Explorer Smarter Balanced Interim Assessments

Latest News and Tips for the CAASPP Administration

- 1. CERS Sandbox Downtime**
The California Educator Reporting System (CERS) Sandbox will be unavailable from Monday, April 19 through Friday, April 23, 2021, for scheduled maintenance and updates.
- 2. Second Scoring Requirement Suspended**
The second scoring requirement for the California Alternate Assessment (CAA) for English Language Arts/Literacy (ELA) has been suspended for the current administration. This means that local

Help for LEA CAASPP Coordinators—
Hours: M–F, 7 a.m. to 5 p.m. PT
Phone: 800-955-2954
Email: caltac@ets.org
Online: [Chat now](#)

Additional Resources

3. Login with credentials you received from CalTac

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Logon

Logon Instructions
Enter your Single Sign-on username and password to log on to California assessment systems. You will be directed to your selected system when you have logged on.

amgutierrez@capousd.c

Forgot Your Password?

Secure Login

First Time User?
Enter username and password from your activation e-mail.
Do you need a new temporary password?
[Request one now.](#)

Need More Help?
If you forgot your password or need a new password, please use the "Forgot Your Password?" link to reset it.
Coordinators at a local educational agency requiring additional assistance may contact the appropriate program help desk:

CAASPP: Phone: 800-955-2954 E-mail: CALTAC@ets.org
ELPAC: Phone: 844-782-2714 E-mail: ELPAC@ets.org

The California assessment system is provided by Educational Testing Service for use by California LEAs.

4. Select "Students" from the top row of tabs.

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Organizations User **Students** Admins STAIRS Resources Links Reports

MyTOMS Home

MyTOMS at a Glance Notifications

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

Unlisted Resources (UR) English Language Acquisition Status

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]	[Redacted]	Dana Hills High (30664643038569)	12			
2	[Redacted]	[Redacted]	Dana Hills High (30664643038569)	11			
3	[Redacted]	[Redacted]	Dana Hills High (30664643038569)	10			
4	[Redacted]	[Redacted]	Dana Hills High (30664643038569)	09			

7. Select "Test Assignments" along the top tabs.

Student Profile

Demographic **Test Assignments** Test Settings Unlisted Resources Score Status Reporting

8. Scroll down to "Current Active Test Assignments" box. This will show the tests assigned for this student.

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

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.

Select Condition Code

Select the condition code for this student. *

Code Key
NTE: Not tested medical emergency
PGE: Parent/Guardian exemption

CANCEL **SAVE**

11. Click "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