

# How to Order Paper Student Score Reports in Bulk

Paper California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) Student Score Reports (SSRs) are available for purchase from Educational Testing Service (ETS) by contacting the California Technical Assistance Center or following the instructions in this quick reference guide.

- 1 Navigate to <http://www.caaspp.org> or <https://www.elpac.org>.
  - 2 Select the **Test Operations Management System (TOMS)** button.
  - 3 Select the **Students** tab on the left side of the screen.
  - 4 Select the **Upload** tab under the Students tab.
  - 5 Select the **Make SSR Requests** button.
  - 6 Select the **Download Spreadsheet Template** button.
- Students

Search ▶

Upload
- Make SSR Requests
- The spreadsheet must include one row for each SSR ordered.*
- 7 Complete the following information in the spreadsheet for each student:
    - The Statewide Student Identifier(s) (column A)
    - The SSR language (only if a language other than English is required)
    - The paper SSR order information (column C). Select Yes (Y) or No (N) for each student in column C.
  - 8 Save the spreadsheet.
  - 9 Repeat steps 1 through 5.
  - 10 Select the **Choose File** or **Browse** button and select the file that was saved in step 8.
  - 11 Select the **Validate** button.
  - 12 Scroll down to the File Validation Results section. If there are zero errors, select the **Upload** button.
- If there are one or more errors in the Errors column, take one of the following actions:*
- *Select the number in the Errors column to see any errors in the corresponding file*
  - *In the Actions column, select the Download (down-arrow) icon to download a .csv file that contains a list of the errors in the submitted file*
  - *All errors must be corrected and the entire file must be re-uploaded using steps 10–12*

For more information, visit the Purchase Paper SSRs from ETS web page at <http://www.caaspp.org/administration/reporting/student-score-report-option-D.html>.