California Assessment of Student Performance and Progress (CAASPP)
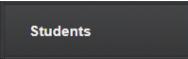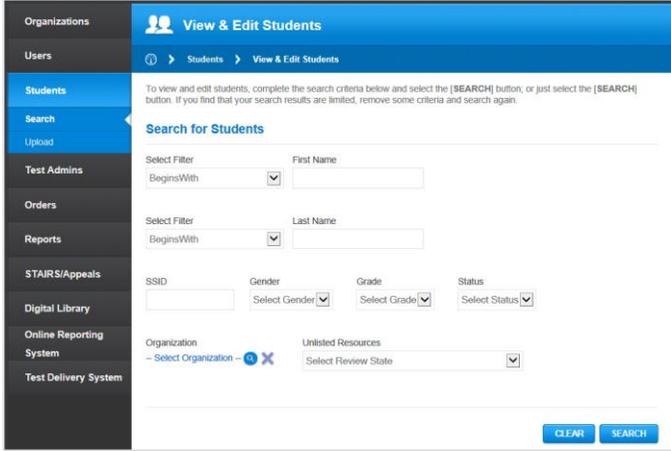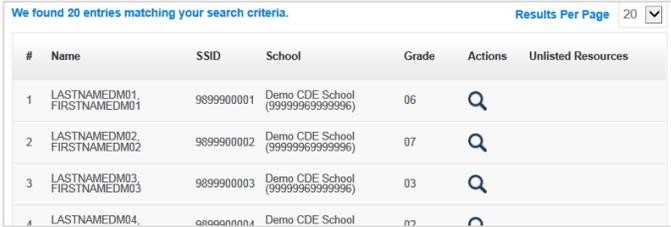
Test Operations Management System (TOMS)
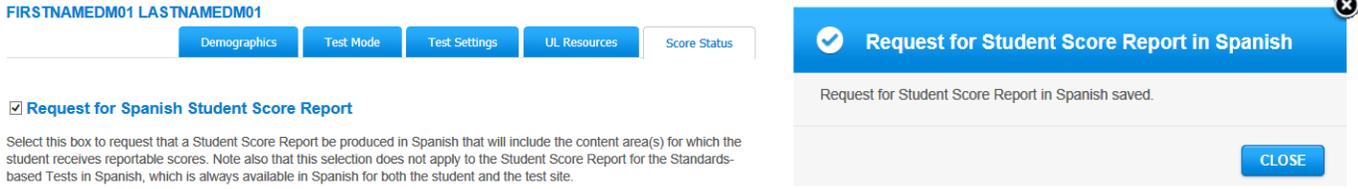# Spanish-Language Student Score Report Quick Start Guide

	REQUESTING SPANISH-LANGUAGE VERSION OF THE STUDENT SCORE REPORT
Step	**Action**
1	**Access the Test Operations Management System (TOMS) through the [TOMS] button on** http://www.caaspp.org/.
2	**Log on to TOMS.**
3	**Select the [Students] tab on the left side of the screen.**
4	**Search for the student for whom you want to request a Spanish-language Student Score Report.**
5	**Find the student's name and select the Actions [🔍] icon.**
6	**On the Student Profile page, select the [Score Status] tab on the right side of the screen.**

REQUESTING SPANISH-LANGUAGE VERSION OF THE STUDENT SCORE REPORT	
Step	Action
7	**Select the checkbox for [Request for Spanish Student Score Report].** • When you select or deselect the checkbox, you will receive on-screen confirmation that the system has received and will implement your request. **FIRSTNAMEDM01 LASTNAMEDM01** Demographics | Test Mode | Test Settings | UL Resources | Score Status ☑ **Request for Spanish Student Score Report** Select this box to request that a Student Score Report be produced in Spanish that will include the content area(s) for which the student receives reportable scores. Note also that this selection does not apply to the Student Score Report for the Standards-based Tests in Spanish, which is always available in Spanish for both the student and the test site. ✔ **Request for Student Score Report in Spanish** Request for Student Score Report in Spanish saved. **CLOSE** • By selecting the Spanish-language Student Score Report checkbox, this action **will replace** the English version of the Student Score Report with a Spanish-language version of the Student Score Report. • Spanish-language Student Score Report must be selected before the paper Student Score Reports are printed for your local educational agency (LEA). The printing process begins when at least 90 percent of the test results for your students are reportable. To check the percentage of scoring completed, in TOMS select the [Dashboard] button on the upper right side of the screen. Then select the [LEA Dashboard] tab on the right side of the screen. For more information about accessing the percentage of scoring completed, see Step 9 on the *Accessing the Student Score Report PDFs Quick Start Guide*.