



# How to Register Individual Students for the Alternate Assessments

Students with the most significant cognitive disabilities who are identified as eligible for alternate assessments by their individualized education program (IEP) team will take the alternate assessment for **all** standardized state assessments, including the California Alternate Assessments (CAAs) for English language arts/literacy, mathematics, and science, and the Alternate English Language Proficiency Assessments for California (Alternate ELPAC). Only students with a primary language other than English are eligible for the Alternate ELPAC. For information about assigning students to the alternate assessments, please review the California Department of Education Alternate Assessment IEP Team Guidance web page at <https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp>.

- 1 Navigate to <https://mytoms.ets.org>.
- 2 Log on to the Test Operations Management System (TOMS) with your credentials.
- 3 Select the **Students** tab.
- 4 Search for a student under the Search for Students section of the **View & Edit** tab.
- 5 Select the **View** button (magnifying glass icon) in the Actions column to access student profile.
- 6 Select the **Test Assignments** button.
- 7 Select the checkbox next to each desired alternate assessment under the **Add or Remove Test Assignments** section.
- 8 Select the **OK** button in the informational pop-up.
- 9 Select the **Save** button.
- 10 Select the **Close** button.