

# How to Enter Domain Exemptions

- 1 Navigate to <https://www.elpac.org>.
- 2 Log in to the **Test Operations Management System (TOMS)**.
- 3 Select the **Students** tab at the top of the screen.
- 4 Enter student details in the **Search for Students** web form.
- i Use the **Select Filter** drop-down list to narrow your search—options are **Begins with** and **Contains**. You may also use the **Select Organization** link to select your local educational agency or school.*
- 5 Select the **Search** button.
- 6 Select the **View** icon in the **Actions** column to access the student's profile.
- 7 Select the **Test Assignments** tab.
- i The **Test Assignments** tab also shows any current active test assignments for the student.*
- 8 Select the domain exemptions appropriate for the student.
- 9 Select the **Save** button.
- i If the “Alternate Assessment” checkbox for any of the domains is chosen, the “Exemption” checkbox for that domain will be grayed out and will not be available. A student cannot be exempt from a domain and take an alternate assessment for that domain.*
- i Users cannot select two domain exemptions that are part of the same composite score (the Oral Language composite is comprised of the Listening and Speaking domains while the Written Language composite is comprised of the Reading and Writing domains). Selecting one domain exemption in a composite score automatically grays out the other domain exemption and makes it unavailable.*
- i It takes 24–48 hours for an alternate assessment or domain exemption to take effect in the Test Delivery System.*