

# How to Use the Local Scoring Tool (LST)

- 1 Navigate to <https://www.elpac.org/>.
- 2 Select the **Test Operations Management System (TOMS)** button. 
- 3 Log on to TOMS.
- 4 Select the **LST** navigation button on the top navigation bar.
- 5 Locate a student's record by entering the student's Statewide Student Identifier (SSID).
- 6 Select the **Search** button.
- i* *Not every demographic information field is required to be populated. If a student record is not found, the local educational agency (LEA) must verify that the student is in the California Longitudinal Pupil Achievement Data System (CALPADS).*
- 7 Select the **Enter Scores** button that appears on the right side of the selected student's name.
- 8 Enter the teacher/test examiner name (required), the date testing was completed, and the Initial English Language Proficiency Assessments for California (ELPAC) raw scores for each domain from the Student Score Sheet on the back page of the Answer Book.  
*Note:* If there are no scores entered for a domain, please check whether an alternate assessment was given or a domain exemption was used. If so, ensure that the alternate assessment or domain exemption box is checked for the appropriate domain(s).
- 9 Select **Preview Score Report** to generate the unofficial version of Student Score Report (SSR).
- i* *The scores are unofficial until they are locked. **Once they are locked, they cannot be edited.***
- 10 Review the SSR for accuracy.
- i* *Three buttons are available: **Lock**, **Print**, and **Edit**. The **Print** button will be unavailable for use until scores are locked.*
- 11 Select the **Lock** button once scores have been reviewed and confirmed as accurate. Select **Edit** if changes should be made.
- i* *Once scores are locked, the **Print Score Report** button will allow you to print the SSR. Locked scores are official scores that will be on the SSR and used in the student data file.*
- i* *For information on downloading and editing the parent/guardian LST letter, refer to the "How to Access Parent/Guardian LST Letter" Quick Reference Guide.*