

How to Register Individual Students for Locally Determined Alternate Assessments

Upon identification by the individualized education program (IEP) team that a student should be administered the Locally Determined Alternate Assessment, those English learner (EL) students with the most significant cognitive disabilities should be annually registered in the Test Operations Management System, or TOMS. The following describes the steps in the registration process.

- 1 Navigate to TOMS at <https://mytoms.ets.org>.
 - 2 Log onto TOMS with your credentials.
 - 3 Select the **Students** tab.
 - 4 Search for your student under the **View & Edit** section.
 - 5 Select the **View** button (magnifying glass icon) to enter the student's profile.
 - 6 Select the **Test Assignments** tab.
 - 7 Select the checkbox next to **Locally Determined Alternate Assessment**.
 - 8 Select the **OK** button in the informational pop-up.
 - 9 Select the **Save** button.
- i** *Assigning a student to take the Locally Determined Alternate Assessment also will assign the student to take the California Assessment of Student Performance and Progress (CAASPP) alternate assessments, but only if the local educational agency CAASPP coordinator already has assigned a CAASPP test administration window to the school.*