



How to Register Students in Bulk 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. Then, select the **Upload** tab.
- 4 Select **Test Assignments** from the Upload Type drop-down menu, then select the **Next** button.
- 5 Select the **Download Template** button.
- 6 Populate the template with students to assign to alternate assessments. Save your upload file.
- 7 In TOMS, select the **Next** button.
- 8 Select the **Choose File** button from the **Validate File** tab.
- 9 Navigate to and select the test assignment upload file you saved previously.
- i *Once the file is selected, the name of the file will appear next to the **Choose File** button.*
- 10 Select the **Next** button to start the automatic validation process.
- i *When the file you uploaded is validated, TOMS will send you a notification email.*
- i *An **Upload** button will appear in the File Validation Results table for each upload file.*
- i *If a file contains errors, it will not be processed and no **Upload** button will appear.*
- 11 Select the **Upload** button in the Actions column of the File Validation Results table.
- 12 View the status of pending and completed uploads in the Uploaded Files table.