



ACCESS TO THE TEST OPERATIONS MANAGEMENT SYSTEM

As local educational agencies (LEAs) prepare for the administration of the California Assessment of Student Performance and Progress (CAASPP), the California Department of Education offers this guide to roles and responsibilities in and access to the Test Operations Management System (TOMS).

These options allow for the ability to assign roles consistent with state and federal privacy laws and local policy and procedures. It is important that the coordinators review their site user list and the roles assigned to those users on a periodic basis to ensure that all users maintain appropriate permissions within TOMS.

| Responsibility | LEA Coordinator | Site Coordinator | Test Admin | Test Examiner |
|--|------------------------|------------------------|---------------------------|----------------------|
| Organization Management | View / Edit Entire LEA | View Only Site Level | View Only Site Level | View Only Site Level |
| User Management | Entire LEA | Site Level | No | No |
| Student Test Management | View / Edit Entire LEA | View / Edit Site Level | View Only Site Level | View Only Site Level |
| Test Administration | Yes | View Only Site Level | View Only Site Level | View Only Site Level |
| STAIRS | Yes | Yes | No | No |
| Student Information System Credentials | Yes | No | No | No |
| Reports | Entire LEA | Site Level | Site Level | Site Level |
| Test Administrator Interface | All CAASPP | All CAASPP | All CAASPP Excluding CAAs | All CAASPP |
| Completion Status and Roster Management | Entire LEA | Site Level | Site Level | Site Level |
| Online Reporting System | Entire LEA | Site Level | Roster Site Level | Roster Site Level |
| Interim Assessment Viewing System | Yes | Yes | Yes | Yes |
| Interim Assessment Hand Scoring System | Yes | Yes | Yes | Yes |
| California Educator Reporting System | Entire LEA | Site Level | Roster Site Level | Roster Site Level |
| Practice and Training Tests | CAASPP Only | CAASPP Only | CAASPP Only | CAASPP Only |



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| Responsibility | IA Only | District Educator | Site Educator | Educator - Roster | Digital Library Only |
|---|----------------------------|------------------------|----------------------|----------------------|----------------------|
| Organization Management | View Only Site Level | View Only - Entire LEA | View Only Site Level | View Only Site Level | No |
| User Management | No | No | No | No | No |
| Student Test Management | View Only Site Level | View / Edit Entire LEA | View Only Site Level | No | No |
| Test Administration | View Only Site Level | No | No | No | No |
| STAIRS | No | No | No | No | No |
| Student Information System Credentials | No | No | No | No | No |
| Reports | Site Level | Entire LEA | Site Level | No | No |
| Test Administrator Interface | CAASPP Interim Assessments | No | No | No | No |
| Completion Status and Roster Management | Site Level | Entire LEA | Site Level | Site Level | No |
| Online Reporting System | Roster Site Level | Entire LEA | Site Level | Roster Site Level | No |
| Interim Assessment Viewing System | Yes | No | No | No | No |
| Interim Assessment Hand Scoring System | Yes | No | No | No | No |
| California Educator Reporting System | Roster Site Level | Entire LEA | Site Level | Roster Site Level | No |
| Practice and Training Tests | CAASPP Only | No | No | No | No |