

# How to Order Individual Video Student Score Reports

Video English Language Proficiency Assessments for California (ELPAC) Student Score Reports (SSRs) are available for purchase from Educational Testing Service (ETS) by contacting the California Technical Assistance Center or by following the instructions in this quick reference guide.

- 1 Navigate to <https://www.elpac.org>.
- 2 Select the **Test Operations Management System (TOMS)** button.
- 3 Select the **Students** tab at the top of the screen.
- 4 Enter student name or enter your Organization and select the Search button to generate a list of students.

- 5 Select the **View** icon in the Actions column to open the Student Profile.

Name	SSN	School	Grade	Actions
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XX	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XX	

- 6 Select the **Reporting** tab on the Student Profile screen.

- 7 Select the language needed for the SSR in the **SSR Language** box.

SSR Language  
 English ▼

- 8 Check the box(es) next to the assessment name(s) for the Video SSR you want to order.

- 9 Select the **Submit** button.

**i** For more information, visit the *Purchase Video SSRs from ETS* web page at <https://www.elpac.org/test-administration/student-score-report-options/video-ssrs>.