

As local educational agencies (LEAs) prepare for the administration of the ELPAC, 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 Examiner	LST Correspondence Administrator	LST Data Entry
Organization Management	Yes	View Only Site Level	View Only Site Level	View Only	View Only Site Level
User Management	Yes	Site Level	View Only Site Level	View Only Site Level	View Only Site Level
Student Test Management	Yes	Site Level	View Demographics Only Site Level	View Demographics Only Site Level	View Demographics Only Site Level
Test Administration	View Only	View Only Site Level	View Only Site Level	No	No
STAIRS	Submit	Submit	No	No	No
Orders	Yes	No	No	No	No
Audio	Yes	Yes	Yes	No	No
Student Information System Credentials	Yes	No	No	No	No
Reports	Yes	Site Level	Some Site Level	Yes	Site Level Reports
Teacher Hand Scoring System	Yes	Yes	Yes	Score Manager LEA Level	Scorer Site Level Only
Test Administrator Interface	Summative ELPAC	Summative ELPAC	Summative ELPAC	Yes	No
Completion Status and Roster Management	LEA Level	Site Level	Site Level	No	No
Data Entry Interface	Yes	Yes	Yes	Yes	Site Level
California Educator Reporting System	Entire LEA	Site Level	Roster Site Level	No	No
Practice and Training Tests	ELPAC Only	ELPAC Only	ELPAC Only	No	No