



How to Administer a Practice or Training Test with a Session ID

Educators with a role in the Test Operations Management System (TOMS) have the option to generate a test session to administer a practice or training test. A session ID is not required for users to access the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) practice and training tests through the CAASPP & ELPAC website.

- 1 Navigate to the [CAASPP & ELPAC website](#).
- 2 Select the **Practice and Training Tests** tile to access the Practice and Training Tests web page.
- 3 Select the **Start a Practice or Training Test Session** button.
- 4 Log on to the Test Administrator Training Site with your TOMS credentials.
- 5 Select the **Start an In-Person Session** button or select the **Start a Remote Session** button.
- 6 Select the practice or training test(s) to be administered during this session.
- 7 Distribute the Practice Session ID to your student(s) to log on through the student interface. If you are administering a remote session, share the session link with your student(s).
- i Refer to instructions on [How to Access a Practice or Training Test Through the Student Interface Quick Reference Guide](#) on the CAASPP & ELPAC website.
- 8 Review and approve students in the **Approvals** tab.
- i *Training tests are not scored and no scoring guides are available. For information about scoring the CAASPP and ELPAC practice tests, visit the [CAASPP & ELPAC Practice and Training Tests web page](#).*
- i *Practice and training tests can also be accessed through the CAASPP & ELPAC website or by using the secure browser. Using the secure browser requires the student to log on and the test administrator to create a test session. Find information about secure browsers on the [CAASPP & ELPAC Technology Resources and Secure Browsers web page](#).*
- i *If a student uses their SSID to log in they are able to pause and return to the test.*