How to Use the Teacher Hand Scoring System (THSS)

1. Navigate to the CAASPP & ELPAC Website.
2. Select the **System Links** menu from the navigation bar.
3. Select the **THSS—Teacher Hand Scoring System** link.
4. Log on with your Test Operations Management System credentials.
5. Select your district and school and select the **Continue** button.

i *A test administrator or test examiner will not select a district.*

6. Select the assessment to score.

i *If no assessments are available to be scored, the page will appear blank after the headings.*

7. Score student item responses.

i *(Optional) To reassign selected item response(s) to another educator or examiner for scoring or peer review, select the **Reassign** button from the Assessment Scoring screen.*

8. Select the **Submit Scores for Students** button on the Item Scoring screen or the Submit checkbox and the **Submit Score(s)** button on the Assessment Scoring screen.
9. Select the **Continue** button.