



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**.
- 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.