



How to Request an Unlisted Resource

Unlisted resources are available only to students with an individualized education program (IEP) or Section 504 plan. Submit a request only after the local educational agency California Assessment of Student Performance and Progress (CAASPP) or English Language Proficiency Assessments for California (ELPAC) coordinator has verified that the needed resource is not included in the California Assessment Accessibility Resources Matrix as a universal tool, designated support, or accommodation.

- 1 Navigate to the [CAASPP & ELPAC Website](#).
 - 2 Select the **TOMS—Test Operations Management System** tile.
 - 3 Log on with your TOMS credentials.
 - 4 Select the **Students** tab.
 - 5 Search for a student under the Search for Students section of the **View & Edit** tab.
 - 6 Select the magnifying glass icon in the Actions column to access the student profile.
 - 7 Select the **Unlisted Resources** tab.
 - 8 Select any of the pre-identified non-embedded unlisted resource(s) that are listed on the student's IEP or Section 504 plan.
 - 9 Select the **Identify/Edit** button and select the appropriate student need for each resource.
 - 10 If the required resource is not listed, select the **Add Other Unlisted Resource** button.
 - 11 Select the **Add** button to open the Add/Edit Other Unlisted Resource window.
 - 12 Complete additional information, including uploading any attachments, to add the unlisted resource. Provide a clear description of how the requested resource differs from existing resources in the Accessibility Resources Matrix, and include an explanation of how the student uses this resource in instruction.
 - 13 Select the **Save** button. Up to four additional unlisted resources can be added by selecting the **Add** button again.
 - 14 Select the **Submit** button to send the request to the California Department of Education once all unlisted resources have been added.
- i** Please refer to the [Unlisted Resources for CAASPP and ELPAC flyer](#) for information regarding how an unlisted resource may impact the reporting of a student's score.