How to Enter Domain Exemptions

1 Navigate to the [CAASPP & ELPAC website](#).

2 Select the **System Links** from the navigation bar.

3 Select the **TOMS—Test Operations Management Systems**.

4 Log on to the TOMS with your credentials.

5 Select the **Students** tab at the top of the screen.

6 Enter student details in the **Search for Students** web form.

7 Select the **Search** button.

8 Select the **View** icon in the **Actions** column to access the student's profile.

9 Select the **Test Assignments** tab.

ⓘ *The **Test Assignments** tab also shows any current active test assignments for the student.*

10 Select the domain exemptions appropriate for the student.

11 Select the **Save** button.

ⓘ *If the "Alternate Assessment" checkbox for any of the domains is chosen, the "Exemption" checkbox will show as "N/A". A student cannot be exempt from a domain and take an alternate assessment for that domain.*

ⓘ *Users cannot select two domain exemptions that are part of the same composite score (the Oral Language composite is comprised of the Listening and Speaking domains while the Written Language composite is comprised of the Reading and Writing domains). Selecting one domain exemption in a composite score automatically grays out the other domain exemption and makes it unavailable.*

ⓘ *It takes 24–48 hours for an alternate assessment or domain exemption to take effect in the Test Delivery System.*