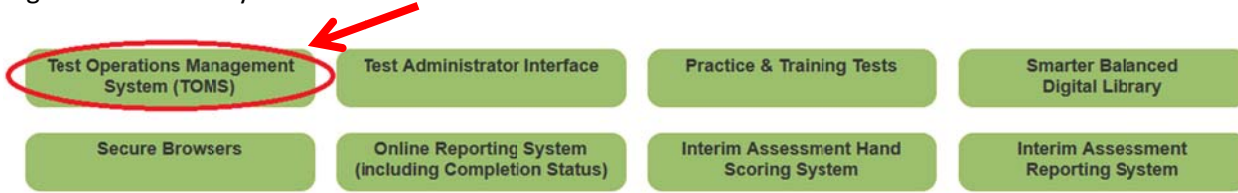


# SPECIAL CONDITION CODES

At times a “special condition” requires documentation. These might include situations where students are caught cheating, or situations where a medical emergency prohibits a student from testing. To complete the special condition, log into the TOMS system from the CAASPP site:

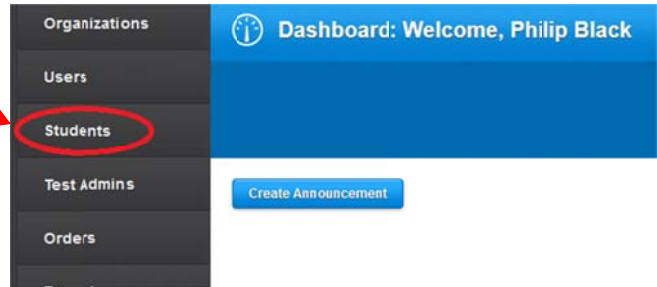


1. Begin by locating the student under the “student” tab:

2. Complete the desired search criteria...

## Search for Students

Search form with fields for First Name, Last Name (Smith), SSID, Confirmation Code, Grade (Select Grade), Gender (Select gender), and Organization (Select Organization). A red circle highlights the SEARCH button.



... 3. to find the appropriate student, and click on the magnifying glass under the “Actions” column.

We found 98 entries matching your search criteria.

Results Per Page 20

#	Name	SSID	School	Grade	Actions
1	Student 1	1234567890	School 1	05	
2	Student 2	1234567890	School 1	12	
3	Student 3	1234567890	School 1	<N	

4. Select the “Score Status” tab:



5. Select the “Cond. Codes” (conditional codes) for the appropriate test:

Smarter Balanced

Content	Date	Status	Condition Codes ?	Actions
ELA				
Math				

6. Using the key provided, select the appropriate code in the dropdown field provided, and click the “save” button: