Preparing for 

* Collected Security Agreements from each Testing Administrator, including office managers, principals, teacher aides, and custodians who may have access to testing materials.
* Encouraged your Test Administrators (TAs), to **log on to TOMS as soon as they receive their logon information by e-mail.** To maintain test security, **instant password resetting will NOT be available on the day of testing. Users MUST have logged on at least once prior to testing.**
* Encouraged TAs to become familiar with TOMS and the TA Interface. Training materials, including manuals and archived Webcasts, are available on our website at: **<http://www.scusd.edu/post/training-resources>** and may be used as part of your local training efforts.
* Recommend that your **TAs and students become familiar with the testing system and encourage use of the** **[Practice and Training Tests](http://links.ets.mkt4962.com/ctt?kn=8&ms=MjIyMDM1MTES1&r=MTAwNjY0MTczMzUwS0&b=0&j=NTAyODk0NTg5S0&mt=1&rt=0)**. The purpose of the Practice and Training Tests will allow TAs and students to become familiar with the log on process and with the features and functions available in the Secure Browsers.
* Verified all students are in TOMS that need to test for both on-line and paper/pencil.
* Testing schedule has been sent to **CAASPPSupport@scusd.edu**. If you have not sent a complete testing schedule but only a testing window, please send it in when completed.
* Email **CAASPPSupport@scusd.edu** with any questions or support needed.