



STUDENT TESTING BRANCH—TESTING UPDATES

SPRING 2023 TESTING CALENDARS—ELPAC CALENDAR IS PAST DUE

The CAASPP and ELPAC coordinators at each school are responsible for submitting the school testing calendar for their respective testing program through the Student Testing Branch Portal. Note that the principal at the school and any assigned second coordinators have access to view the calendar. However, the calendar can only be updated by the primary coordinator the principal designated in the Principal's Portal. Thank you to all who have submitted the calendars. If you have not done so already, please note the due dates below.

- ELPAC Calendar DUE DATE: **1/27/23 (PAST DUE)**
- CAASPP CALENDAR DUE DATE: 2/24/23

Ensure that you are only entering dates on which you plan to test. Supports and resources are allocated based on the number of schools testing each day. **Testing Calendars will be shared with Region Administrators starting on 2/2/23.**

The [Quick Guide: Testing Calendar Submission](#) provides step-by-step instructions for submitting the testing calendar for the school through the STB Portal.

PHYSICAL FITNESS TEST (PFT)

[REF-135107: 2022-23 Physical Fitness Test \(PFT\) Requirements for Principals, Coordinators, and Test Examiners](#) is available in e-Library as of Monday, January 30, 2023. PFT Coordinators and PFT Test Examiners are annually required to participate in PFT administration training before any PFT tests are administered at the school. The *2022-23 PFT Administration Instructions Requirements* training is now available in MyPLN. This online training is a comprehensive training that covers PFT test administration procedures and requirements. PFT Coordinators who have been designated by their principal in the *Principal's Portal* are automatically enrolled in the MyPLN PFT curriculum. PFT Coordinators should have received an email notifying them of their enrollment. PFT Test Examiners will need to self-enroll.

The PFT testing window opens on February 1, 2023 and runs through March 17, 2023. All students in grades 5, 7, and 9 are required to participate whether or not they are enrolled in a physical education class. Schools will NOT be receiving PFT materials. Once testing is completed, schools will enter PFT scores directly into the MiSiS PFT Mass Entry screen. Please see the [Spring 2023 PFT Administration Instructions](#) for testing requirements and procedures. Scores are due in MiSiS PFT Mass Entry Screen by March 17, 2023.

TEST EXAMINERS/ADMINISTRATORS MUST SIGN AFFIDAVIT IN TOMS

We would like to remind coordinators that test examiners will not be able to administer the ELPAC until they have been added as a test examiner in TOMS and have signed the ELPAC security affidavit in TOMS. **As of January 31, 2023, 536 Test Examiners districtwide have not signed their ELPAC security affidavit.** These TEs will be able to create IAB test sessions but will not be able to create Summative ELPAC test sessions. Run the Security Forms and Remote Administration Status Report in TOMS to review a complete list of users and the status of their security affidavits.

Troubleshooting Access Issues

- Make sure TEs sign the affidavit in TOMS as soon as possible but no later than one day prior to administering any tests. Once a test examiner signs the ELPAC security affidavit, it will take approximately 30 to 120 minutes for the systems to update and allow the test examiner access to the assessments.
- If a test examiner indicates that the option to sign the security affidavit when logging on to TOMS was not presented, confirm that the individual is logging on to TOMS and not the Test Administrator Interface.



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2023 SUMMATIVE ELPAC REQUIREMENTS NOT COMPLETED AND DELETION OF ELPAC ACCOUNTS

[REF-133510, 2022-23 Summative English Language Proficiency Assessments for California \(ELPAC\) and Summative Alternate ELPAC Requirements for Principals, Site ELPAC Coordinators, Test Examiners \(TEs\), and Support Staff](#), outlines the spring 2023 Summative ELPAC Requirements.

The principal at each school must complete the following requirements:

1. Electronically certify the 2022-23 ELPAC Security Affidavit and Agreement.
2. Designate a Site ELPAC Coordinator.

ELPAC Coordinators must complete the following requirements:

1. Complete the 2022-23 ELPAC Security Forms Coordinator Requirement curriculum in MyPLN.
 - a. 2022-23 ELPAC Security Forms Coordinator Training
 - b. 2022-23 ELPAC Security Affidavit and Agreement (Electronically certify in STB Portal via MyPLN)
2. Participate in the 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training (Starting in January, this training will be facilitated by each Region's EL Coordinators. Contact your Region EL Coordinator for guidance)
3. Complete the 2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration (Via Moodle training platform) – The site ELPAC coordinator must complete training for the grade span for the school.
4. Complete the 2022-23 New Test Examiners Only – Initial Alternate ELPAC – Test Examiners Certification course (Via Moodle training platform).
5. 2022-23 Summative ELPAC Administration Coordinator Training (Facilitated by STB) – Site ELPAC coordinators will self-register in MyPLN for a Zoom Webinar.
6. 2022-23 Summative ELPAC Test Examiner Training and Calibration (Via Moodle training Platform)
7. 2022-23 Summative Alternate ELPAC – Test Examiner Certification (Via Moodle training Platform)

For auditing purposes and to ensure proper administration of the Summative ELPAC and Summative Alternate ELPAC by trained staff, the Student Testing Branch is deleting the site ELPAC coordinator's and TEs' TOMS accounts for all staff members at schools where the principal and/or coordinator have not completed all their respective requirements.

TOMS accounts will be reinstated 48 hours after the requirements are completed (Monday –Friday).