



## STUDENT TESTING BRANCH—TESTING UPDATES

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### CAASPP AND ELPAC ONLINE TESTING READINESS TEST AND SURVEY

Schools are encouraged to conduct a Readiness Test by the end of February 2023. Each school should select the best date and time for the readiness test to be conducted during this timeframe. The goal of the readiness test is to identify any infrastructure or device related issues that need to be addressed prior to ELPAC and CAASPP Summative Testing this spring and/or prior to administering tests to a large number of students. Schools should mimic operational test conditions by administering Interim Assessments (IABs) or practice tests. The number of students participating in the readiness test should be similar to the maximum number of students taking the ELPAC/CAASPP assessments on any given day.

Feedback collected from schools will help identify areas of need. Schools will submit their readiness test results through an online survey. You may preview the [Online Testing Readiness Test Survey Questions](#) prior to conducting the Readiness Test.

Technology-related issues that occur at the school before, during, or after the readiness test should be reported to the ITS Help Desk at (323) 224-2450. If testing coordinators need immediate IT support, contact a live IT agent through [Remote Chat](#). Any issues pertaining to accessing or administering IABs or practice tests should be reported to the Student Testing Branch at (213) 241-4104.

### 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 the 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.

The PFT testing window opened on February 1, 2023 and it closes on 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.

PFT coordinators should remind their Test Examiners to document PFT scores on the PFT Student Roster. After testing is completed, TEs 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.

Please remind your Test Examiners to provide the PFT raw scores to students at the time of testing. Note that scores are confidential and should only be provided by the Test Examiner to the student who completed the test. Test Examiners must follow District protocols associated with confidential student records.

### TEST EXAMINERS/ADMINISTRATORS MUST SIGN AFFIDAVIT IN TOMS

**REMINDER:** ELPAC TEs will not be able to administer the Summative ELPAC until they have signed the ELPAC security affidavit in TOMS. TEs who have not signed affidavit 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. Note that the same applies to CAASPP TAs and TEs.

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 may take approximately 1-3 hours for the systems to update and allow the test examiner access to the assessments.



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### **2023 SUMMATIVE CAASPP REQUIREMENTS NOT COMPLETED AND DELETION OF CAASPP ACCOUNTS**

[REF-134708: 2022-23 California Assessment of Student Performance and Progress \(CAASPP\) Requirements for Principals, Coordinators, Test Administrators, Test Examiners, and Support staff](#), outlines the spring 2023 CAASPP Summative Requirements.

The Principal at each school must complete the following requirements in Principal's Portal:

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

CAASPP Coordinator requirements:

1. 2022-23 CAASPP Security Forms Coordinator Requirements Curriculum (MyPLN), which includes the following two requirements:
  - 2022-23 CAASPP Security Forms Coordinator Training
  - 2022-23 CAASPP Security Affidavit and Agreement – Electronic Certification
2. 2022-23 Interim Assessment and CAA for Science Coordinator Training
3. 2022-23 CAASPP Summative Assessments Coordinator Training
4. 2022-23 CAA for Science Training (Moodle training site)\*
5. 2022-23 CAA for ELA and Math Training (Moodle training site)\*

\*The CAA for Science, ELA, and Math Moodle Trainings are required for all coordinators

For auditing purposes and to ensure proper administration of CAASPP Summative Assessments by trained staff, the Student Testing Branch will be deleting the site CAASPP coordinator's TOMS accounts and Test Administrator and Test Examiner TOMS accounts for all staff members at schools where the principal and/or coordinator have not completed all their respective requirements. **CAASPP TOMS accounts will be deleted on March 3, 2023. Accounts for early start schools will be deleted on February 27, 2023.** TOMS accounts will be reinstated within 2 business days after the requirements are completed.

To avoid issues with multiple creation and deletion of TE and TA TOMS accounts, CAASPP Coordinators should plan on creating TA and TE accounts for their teachers only **after** the coordinator and principal have completed all of their respective requirements.

It is highly recommended that CAASPP coordinators do not create TA and TE CAASPP TOMS accounts too early. Keep in mind that TAs and TEs may start creating CAASPP Summative assessments test sessions when the District CAASPP testing window opens on March 6, 2023. If your school's CAASPP testing window does not start on March 6th or if you will be only administering IABs in March, it is highly recommended that you delay the creation of TA and TE CAASPP TOMS accounts to a date closer to the opening of your school's CAASPP testing window. This will prevent TAs and TEs from inadvertently administering the wrong assessment, which may result in a testing irregularity or security breach.