



## STUDENT TESTING BRANCH—TESTING UPDATES

### **2023 CAASPP SUMMATIVE TRAINING REQUIREMENTS AND DELETION OF CAASPP COORDINATOR TOMS ACCOUNTS ON FRIDAY, MARCH 3, 2023**

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 Summative CAASPP Requirements:

- 2022-23 CAASPP Summative Coordinator Requirements Curriculum
  - 2022-23 CAASPP Security Forms Coordinator Training (MyPLN)
  - 2022-23 CAASPP Security Affidavit and Agreement (Electronic certify in STB Portal via MyPLN)
- 2022-23 Interim Assessment Coordinator Training (Facilitated by STB)
- 2022-23 California Alternate Assessment (CAA) for Science Test Examiner Tutorial (Moodle Training Platform)
- 2023 CAASPP Summative Coordinator Training (Facilitated by STB)
- 2022-23 California Alternate Assessment (CAA) for ELA and Math Test Examiner Tutorial (Moodle Training Platform)

For auditing purposes and to ensure proper administration of CAASPP Summative assessments, STB will be deleting the Site CAASPP Coordinator, Test Administrators and Test Examiners TOMS account for staff at schools where the principal and/or coordinator have not completed all their respective requirements. **TOMS Accounts will be deleted on Friday, March 3, 2023.**

**CAA Moodle Trainings Missing (Requirements 3 and 5 above):** As of 2/28/23, 124 Site CAASPP Coordinators have not completed the *2022-23 CAA for Science Test Examiner Tutorial (Requirement 3)* and 16 have not completed the *2022-23 CAA for ELA and Math Test Examiner Tutorial*. **Remember, CAASPP Coordinators should plan on completing these self-paced trainings by 3/1/23 to allow sufficient time for reporting of course completion.** For additional information, please see slides 20-29 of the [2022-23 CAA for Science and Interim Assessments Coordinator Training](#). Call the STB Help Desk at 213-241-4104 if you need assistance.

CAASPP Coordinators can confirm the completion of the CAA Moodle training in the STB Portal:

- Log into the STB Portal
- Click on Moodle
- Select the CAA option
- The status and date when each staff member completed the CAA training is displayed on the screen. The Coordinator's name should be listed if the training have been completed.

**CAASPP Administration Coordinator Trainings (Requirements 2 and 4 above):** These trainings are facilitated by STB via MyPLN. As of 2/21/23, 8 CAASPP coordinators are missing the *2022-23 Interim Assessment Coordinator Training (Requirement 2)* and 22 CAASPP Coordinators are missing the *2023 CAASPP Summative Coordinator Training (Requirement 4)*. Multiple sessions and make-up sessions were available during the month of February. **One make-up session for each requirement (2 and 4) are scheduled for Friday, March 3, 2023. These are the last trainings before TOMS accounts are deleted on 3/3/2023. Both trainings are available for enrollment in MyPLN.**

**PLAN ON PARTICIPATING IN THE ENTIRE TRAINING. PARTICIPANTS WHO ARRIVE LATE TO THE TRAINING AND PARTICIPANTS WHO LEAVE THE TRAINING EARLY WILL NOT BE GIVEN CREDIT FOR COMPLETING THE TRAINING AND CAASPP TOMS ACCOUNTS WILL BE DELETED ACCORDINGLY.**



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### PHYSICAL FITNESS TEST (PFT) TESTING WINDOW EXTENDED TO MARCH 31ST.

The 2022-23 PFT Testing Window will be extended to March 31, 2023. Schools that have not been able to administer all components of the PFT due to weather conditions should plan on testing all students and entering scores in MiSiS by Friday, March 31, 2023.

#### REMINDER:

1. The [MiSiS PFT Mass Score Entry Screen](#) provides step-by-step instruction to enter/edit PFT scores.
2. To access the PFT Mass Score Entry screen in MiSiS, users will need one of the following MiSiS roles:
  - a. PE Teachers role: Gives access to enter/edit scores for students in the teacher's roster.
  - b. Principal, Counselor, Scheduling Admin., Categorical Program Coord., and Office Manager roles: Users with these roles can view/edit scores for all students at the school:
3. [REF-135107: 2022-23 Physical Fitness Test \(PFT\) Requirements for Principals, Coordinators, and Test Examiners](#) lists the requirements for PFT Coordinators and Test Examiners
4. PFT Coordinators should remind their Test Examiners to document PFT scores on the PFT Student Roster.
5. After testing is completed, TEs will enter PFT scores directly into the MiSiS PFT Mass Entry screen.
6. The [Spring 2023 PFT Administration Instructions](#) lists the procedures for before, during, and after testing.
7. Remind your Test Examiners to provide the PFT raw scores to students at the time of testing.

### PRE-ID LABELS FOR 2023 SUMMATIVE ELPAC K-2 WRITING ANSWER BOOKS

Pre-ID Labels are being delivered to schools on Thursday, March 2 and Friday, March 3, 2023. Schools will receive pre-ID labels for students who were enrolled at the school (as reflected in TOMS) on or before Friday, January 13, 2023. The ELPAC Coordinator must check each label to confirm that the student's information (first name, last name and SSID) is accurate. Once the information on the label is confirmed, ELPAC Coordinators must ensure that labels are adhered to the correct student's Summative ELPAC K-2 Writing Answer Book.

If the information on the label is incorrect, ELPAC Coordinators must not use the label. Labels with incorrect information should be destroyed securely.

For students who did not receive a label and students who receive a label with incorrect information, the ELPAC Coordinator will bubble all the applicable fields on the demographic page of the K-2 Answer Book as indicated in the [2023 Summative ELPAC Administrations Instructions](#)—See the section on *Students without Summative ELPAC Pre-ID Label* (page 23) and Attachment K-2 – *Summative ELPAC K-2 Answer Book For Students WITHOUT a Pre-ID Label*. **Schools must not create their own labels.**

#### Remember:

- K-2 Answer Books for students who have completed the K-2 Writing Test should be returned even if the student has not completed the other three domains.
- K-2 Answer Books for students who have not completed the entire K-2 Writing Domain test must not be returned. The ELPAC Coordinator should plan on returning these answer books during the April 20-21, 2023 collection, after the students have finished the entire K-2 Writing Test.
- Schools will drop off the testing materials inside the Testing Center. The drive up option for the collection of materials will no longer be available. STB staff will continue following safety guidelines for the collection of materials inside the Testing Center.
- Coordinators must make an appointment to drop off their materials. The appointment link in the STB Portal will be activated on Monday, March 6, 2023.