



STUDENT TESTING BRANCH—TESTING UPDATES

OFFICE HOURS CANCELLED ON MARCH 13-14, 2023

Student Testing Branch staff will be at the various Testing Centers for the collection of Summative ELPAC and OLSAT materials. Consequently, Office Hours will be cancelled March 13-14, 2023. Morning and afternoon Office Hours will resume on Wednesday, March 15, 2023.

If you need assistance, please contact the STB Help Desk at 213-241-4104.

SUMMATIVE ELPAC K-2 WRITING MATERIALS COLLECTION—MARCH 13-14, 2023

Testing Centers will open for the collection of Summative ELPAC K-2 Writing Materials on March 13-14, 2023. Please return the K-2 Writing Answer Books for any student who has completed the K-2 Writing domain, even if the student has not completed the other three domains. **Any delays in the submission of the Summative ELPAC K-2 Writing Answer books will delay the overall score for the student.**

1. Pre-ID Labels were delivered to schools on Thursday, March 2 and Friday, March 3, 2023. Schools received pre-ID labels for students who were enrolled at the school (as reflected in TOMS) on or before Friday, January 13, 2023. Coordinators must ensure that labels are adhered to the correct student's Summative ELPAC K-2 Writing Answer Book. If the information on a label is incorrect, ELPAC Coordinators must not use the label. Labels with incorrect information should be destroyed securely.
2. For students who did not receive a label and students who receive a label with incorrect information, the ELPAC Coordinator will use the hand coding instructions for bubbling in all 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.**
3. Package materials and prepare paperwork as indicated in the [2023 Summative ELPAC Administration Instructions](#). Paperwork includes *Attachment A* of the Administration Instructions and a roster of students tested.

The roster of students tested must be sorted by grade level and arranged in alphabetical order (by last name) for each grade. ELPAC Coordinators should maintain a copy of the roster containing the list of students for whom they are returning K-2 Writing Answer Books. ELPAC Coordinators may use any of the following: (1) Pre-ID Label Roster that list students by grade level from Pre-ID materials, (2) ELPAC and Summative Alternate ELPAC Student Eligibility Report from TOMS, (3) [2023 Summative ELPAC K-2 Writing Roster of Students Tested](#), OR (4) create their own rosters. Coordinators who choose to create their own rosters must include the following information for each student:

- ◇ Last Name
- ◇ First Name
- ◇ SSID
- ◇ Grade level

4. Reminder: 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. Testing Center Staff will follow state, county and District health and social distancing guidelines. To that end, materials will be collected by appointment only. The appointment application in the STB Portal was activated on Monday, March 6, 2023.

IMPORTANT

**Testing Centers will not be collecting Initial ELPAC Materials in March or April.
Initial ELPAC Materials will be collected only during the June 1-2, 2023 collection.**



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

The 2022-23 PFT Testing Window has been extended to Friday, 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 March 31st.

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.

TEST EXAMINERS/ADMINISTRATORS MUST SIGN AFFIDAVIT IN TOMS

REMINDER: CAASPP Test Administrators (TAs) and Test Examiners (TEs) will not be able to administer any Summative CAASPP assessments until they have signed the CAASPP 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 CAASPP 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 ELPAC TEs.

Make sure TAs/TEs sign the affidavit in TOMS as soon as possible but no later than one day prior to administering any tests. Once a TA/TE signs the CAASPP security affidavit, it may take approximately 1-3 hours for the systems to update and allow the TA/TE test examiner access to the assessments.

SPRING 2023 CAASPP TESTING CALENDAR SUBMISSION

ELPAC and CAASPP Coordinators at each school are responsible for submitting their testing calendar to the District through the STB Portal. The ELPAC Testing Calendar was due on January 27th and the CAASPP Calendar was due on February 24th. As of 3/10/23, 53 schools have not submitted their ELPAC Testing Calendars and 192 schools have not submitted their CAASPP Testing Calendars. **Please submit your Calendars as soon as possible as testing calendars are being used by different offices to monitor testing and allocate resources.**

IMPORTANT NOTICE TO ELPAC AND CAASPP COORDINATORS WHO HAVE SUBMITTED THEIR CALENDARS:

It is critical that the Testing Calendar submitted in the STB Portal reflects the days testing is actually taking place at the school. If a school makes a change to their testing calendar, that change should be reflected in the calendar submitted in the STB Portal. ITD is working with vendors to ensure resources are assigned to schools testing. The CAASPP/ELPAC Coordinator may update the testing calendar for their school at any time. However, the system will allow changes to future dates only. Any dates in the past, become part of the school's official testing window. [The Quick Guide: Testing Calendar Submission](#) provides step-by-step instructions.