



STUDENT TESTING BRANCH—TESTING UPDATES

2023-24 ELPAC, CAASPP, AND PFT COORDINATOR DESIGNATION

The Principal at each school designates in the Principal’s Portal a coordinator for each state and national testing program. Coordinators are designated on a yearly basis. Once designated, the Student Testing Branch works with the coordinator to ensure completion of requirements and grant access to online state platforms.

Initial ELPAC requirements are listed below. CAASPP Fall requirements will be published later this week. CAASPP Summative, Summative ELPAC, and Physical Fitness Test requirements will be published in the Fall.

ELPAC REQUIREMENTS

The Site ELPAC Coordinator is responsible for managing ELPAC testing and all ELPAC related activities at the school, which includes training Test Examiners and ensuring that all eligible students are tested. Additionally, the Site ELPAC Coordinator is responsible for ensuring that the school meets established timelines for testing and that school staff follow district and state security protocols. State administration and security procedures are outlined in the [2023-24 Initial ELPAC Online Test Administration Manual](#). District procedures and guidelines are included in the LAUSD 2023-24 Initial ELPAC Administration Instructions, which will be posted in the [Student Testing Branch Coordinator Resources Webpage](#) later this week.

K-2 Writing materials are released to schools after the principal designates an ELPAC Coordinator and certifies the security affidavit & agreement in the Principal’s Portal and after the ELPAC coordinator completes requirements listed below.

2023-24 Initial ELPAC Requirements

1. *2023-24 ELPAC Security Forms Coordinator Requirements (MyPLN)*
 - a. 2023-24 ELPAC Security Forms Coordinator Training
 - b. 2023-24 ELPAC Security Affidavit and Agreement
2. *2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training*
3. *2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration (Moodle)*
 - a. Calibrate for School Span (Speaking AND Writing) e.g., K-5, K-8, K-12
 - b. Completed in Moodle, facilitated by MMED and Region MMAL Team <https://moodle.caaspp-elpac.org/>
4. *2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification*
 - a. Required for any ELPAC Coordinator who did not complete 2022-23 Summative Alternate ELPAC Certification Moodle training last year.
 - b. This course satisfies the requirement to administer the 2023-24 Initial Alternate ELPAC.

2023-24 INITIAL ELPAC/ALTERNATE ELPAC ADMINISTRATION TRAININGS

Reminder: The Initial ELPAC and Initial Alternate ELPAC training are required for all, new and returning, ELPAC coordinators. ELPAC Administration Trainings are facilitated by the Student Testing Branch (STB). Calibration trainings are facilitated by the Region EL Staff. Both trainings prepare the Site ELPAC Coordinators to plan for and manage the administration of Initial ELPAC and Initial Alternate ELPAC at their schools.

New ELPAC Coordinators will participate in a 4-hour training facilitated by STB. Returning ELPAC Coordinators participate in a 3-hour training. Returning coordinator sessions are intended for coordinators who are familiar with state platforms and have managed testing before. Hence, returning coordinator sessions move at a faster pace. Although New and Returning coordinators may enroll in either sessions (new or returning), it is highly recommended that New ELPAC Coordinators enroll in a slower paced, new coordinator session.

Available sessions are listed on the table and they are open for enrollment in MyPLN. Keep in mind that all training sessions have limited capacity and they are closed once they reach capacity.

Date	Type of Training	Time
8/17/2023	New ELPAC Coordinators	8:30 am - 12:30 pm
8/18/2023	New ELPAC Coordinators	8:30 am - 12:30 pm
8/21/2023	New ELPAC Coordinators	8:30 am - 12:30 pm
8/21/2023	Returning ELPAC Coordinators	12:00 pm - 3:00 pm
8/25/2023	New ELPAC Coordinators	8:30 am - 12:30 pm
8/25/2023	Returning ELPAC Coordinators	8:30 am - 11:30 am