



STUDENT TESTING BRANCH—TESTING UPDATES

HELP DESK AND OFFICE HOURS WILL RESUME ON TUESDAY, SEPTEMBER 5TH

The Student Testing Branch Help Desk will be closed and Office Hours will be cancelled on September 1st and September 4th. Help Desk and Office Hours will resume on Tuesday, September 5, 2023.

Help Desk: 7:30 a.m. to 4:00 p.m. (Monday-Friday)

Office Hours: Morning—8:30 a.m. to 9:30 a.m. (Monday-Friday)

Afternoon—2:45 p.m. to 3:45 p.m. (Monday-Thursday)

2023-24 CAASPP FALL COORDINATOR TRAININGS ARE AVAILABLE FOR REGISTRATION IN MYPLN

Reminder: The 2023-24 CAASPP Fall Coordinator trainings are available for self-registration in MyPLN. This is a Synchronous Virtual Training facilitated by the Student Testing Branch via Zoom and is required for your 2023-24 CAASPP Coordinator role.

Returning coordinator sessions last 3 hours and New coordinator sessions last 4 hours. 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 session (new or returning), it is highly recommended that New CAASPP Coordinators enroll in a slower paced, new coordinator session.

Schools that plan to administer the Interim Assessments should plan on training their teachers soon after the CAASPP Coordinator completes the 2023-24 Fall CAASPP Coordinator Training. A TOMS account is not needed or required to train teachers. CAASPP Coordinators who completed the training received necessary guidance and resources during the training to facilitate the school-based training.

IMPORTANT REMINDER: As indicated in the curriculum description in MyPLN, coordinators must complete Items 1 and 2 in the curriculum to activate the Zoom session (Image A). Coordinators should plan on completing these two items in advance to avoid any access issues on the day of the training. If items 1 and 2 are not completed, the Zoom link in Task 1 will not activate (Image B) and the coordinator will not be able to join the training.

Image A

2023-2024 CAASPP Security Forms Coordinator Training
Status : Completed Due : No Due Date Training Hours : 13 min
This course is required for Site Coordinators. It covers the testing conditions, guidelines and requirements listed on the CAASPP test security Affidavit and...

2023-2024 CAASPP Agreement and/or Affidavit
Status : Completed Due : No Due Date Training Hours : 5 min
Before gaining access to secure CAASPP applications or materials district employees are required to read, agree to, sign and electronically...

Task 1 Wednesday, 9/6-12:00 pm-3:00 pm 2023-24 CAASPP Fall (RETURNING) Coordinator Training (Synchronous) Zoom Meeting
Status : Not Activated Due : No Due Date Training Hours : 4 hrs
TASK 1 WILL BE ACTIVATED 15 MINUTES BEFORE AND BECOME INACTIVE 15 MINUTES AFTER THE MEETING START TIME. YOU MUST BE PRESENT FOR THE...

Task 2 2023-24 CAASPP Fall Coordinator Training Participant Feedback and Acknowledgement
Status : Pending Prior Training Due : No Due Date Training Hours : 5 min
TASK 2 WILL BE ACCESSIBLE (via LAUSD Google account) AT THE CONCLUSION OF THE TRAINING. Please do not access this form and complete it until after...

Image B

2023-2024 CAASPP Security Forms Coordinator Training
Status : In Progress Due : No Due Date Training Hours : 13 min
This course is required for Site Coordinators. It covers the testing conditions, guidelines and requirements listed on the CAASPP test security Affidavit and...

2023-2024 CAASPP Agreement and/or Affidavit
Status : Pending Prior Training Due : No Due Date Training Hours : 5 min
Before gaining access to secure CAASPP applications or materials district employees are required to read, agree to, sign and electronically...

Task 1 Friday, 9/8-8:30 am-11:30 am 2023-24 CAASPP Fall (RETURNING) Coordinator Training (Synchronous) Zoom Meeting
Status : Pending Prior Training Due : No Due Date Training Hours : 3 hrs
TASK 1 WILL BE ACTIVATED 15 MINUTES BEFORE AND BECOME INACTIVE 15 MINUTES AFTER THE MEETING START TIME. YOU MUST BE PRESENT FOR THE...

Task 2 2023-24 CAASPP Fall Coordinator Training Participant Feedback and Acknowledgement
Status : Pending Prior Training Due : No Due Date Training Hours : 5 min
TASK 2 WILL BE ACCESSIBLE (via LAUSD Google account) AT THE CONCLUSION OF THE TRAINING. Please do not access this form and complete it until after...



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INITIAL ELPAC ELIGIBLE STUDENTS ARE NOW IN TOMS

Reminder: Most students eligible to take the Initial ELPAC are in TOMS. Coordinators with access to TOMS should run the Initial ELPAC and Initial Alternate ELPAC Eligibility report to get a roster of eligible students currently in TOMS. As mentioned previously, schools must not wait for all students to be in TOMS before they start testing eligible students.

To run the report:

1. Log into TOMS and click on the **[Reports]** tab.
2. Select the **[Initial ELPAC Reports]** option
3. Click on the **[Initial ELPAC and Initial Alternate ELPAC Student Eligibility Report]** link
4. Click on **[Download Report]**

The [Completion Status Report Quick Guide](#) provides instructions for downloading the report.