STUDENT TESTING BRANCH—TESTING UPDATES

INITIAL ELPAC POST TEST DOCUMENTATION IS DUE ON OCTOBER 31, 2023

All schools are required to upload the required post-test documentation into the STB Portal by October 31, 2023. Upload a single file into the STB Portal that contains the four documents indicated below. Note that the document must be in .pdf, .jpeg, or .png file format.

- Attachment A - Initial ELPAC Testing Certification of Proper Test Administration, 2023-24.
- Attachment B - Daily Inventory Control Form (One per TE and Coordinator)
- Attachment C - Initial ELPAC Training Agenda, 2023-24
- Attachment D - Initial ELPAC School-Based Training Sign-In Sheet(s) (One per training).

Note: If the ELPAC Coordinator did not train other staff members to serve as Initial ELPAC Test Examiners, you may submit a short statement (signed and dated) indicating this in lieu of uploading Attachments C and D.

Follow these steps to submit your school's Initial ELPAC Documentation in the STB Portal:
1. Go to achieve.lausd.net/testing
2. Click on the STB Portal link
3. Click on Post-test Documentation link
4. Click on Initial ELPAC
5. Select current school year from the drop down
6. Select Yes or No as to whether your school had any irregularities during testing
7. Click on Choose File and select the file to upload from your computer
8. Using your mouse or touch pad, write your signature in the designated box
9. When you have completed the above steps, click on Submit.

INITIAL ELPAC LABELS FOR RSVP SCHOOLS

On November 15-16, 2023, the ELPAC Coordinator is required to submit to their Testing Center the K-2 Answer Books for ALL students tested from August 14 through October 31, 2023. This collection is only for RSVP schools for students tested through October 31, 2023. K-2 materials for students tested after October 31, 2023 will be securely stored by the ELPAC coordinator at the school and returned to the Student Testing Branch in June 2024.

Labels are Enclosed	Print And Bubble Demographic Information On Answer Book	RSVP Scorables Due to Testing Center
For Students Tested 8/14/23 – 10/6/23	For Students Tested 10/9/23 – 10/31/23*	November 15-16, 2023

* K-2 Answer Books for students tested after October 31, 2023 will be collected in June 2024.

RSVP schools will receive their Initial ELPAC pre-ID labels during the week of 10/30/23. Note that the labels are only for students tested from August 14 through October 6, 2023. For students tested between October 9 and October 31, 2023, the ELPAC Coordinator must ensure that all the demographic information is completed and bubbled as indicated in the 2023-24 Initial ELPAC Administration Instructions.

Ensure that you are using the correct pre-ID label for each student by checking the information on the label against the hand-written information on the answer book. SCHOOLS MUST NOT CREATE THEIR OWN LABELS. If the shipment does not include a pre-ID label, refer to the Splash Page for instructions.

Please make an appointment to drop off your materials. The STB Portal Appointment System will be activated on November 8, 2023.

ELPAC INTERIM ASSESSMENTS

In early October, MMED sent communication to principals regarding English Learners Program Updates. This communication includes guidance for the administration of ELPAC Interim Assessments. If you have questions about students to test or the testing window, please contact your region's MMAL Coordinator. If you have questions about how to administer the test, please contact the STB Help Desk.