



STUDENT TESTING BRANCH—TESTING UPDATES

2023-24 SUMMATIVE ELPAC AND SUMMATIVE ALTERNATE ELPAC TRAININGS

REF-147312, 2023-24 Summative English Language Proficiency Assessments for California (ELPAC) and Summative Alternate ELPAC Requirements for Principals, Site ELPAC Coordinators, Test Examiners (TEs), and Proctors, scheduled to be released on 11/20/23, outlines the Summative ELPAC Requirements. The Student Testing Branch (STB) will facilitate trainings on the administration of the Summative ELPAC. MMAL Coordinators will facilitate the Summative ELPAC Calibration and the Summative Alternate ELPAC Certification trainings in the Moodle training website. The two trainings are conducted independent from each other and they don't have to be completed in a specific order. MMAL Coordinators will inform ELPAC coordinators when they will be holding the calibration trainings for their Regions. If you have questions about the Calibration training, please contact your MMAL Coordinator.

The Student Testing Branch will be holding the Summative ELPAC administration trainings on the dates indicated in the table. ELPAC Coordinators may choose any training they prefer as trainings are not limited to a specific Region. However, enrollment capacity in each training is limited so ELPAC coordinators are required to self-enroll in the training of their preference in MyPLN as early as possible. Once the enrollment cap is reached for each training, the class will be closed in MyPLN and ELPAC Coordinators will have to choose a different training date.

Coordinators may enroll in any class they choose. However, new coordinators who have been in their position less than a year are highly encouraged to enroll in a New Coordinator session. Returning coordinators may attend a training of their preference (New or Returning).

On January 31, 2024, for auditing purposes and to ensure proper administration of the Summative ELPAC, STB will delete the site ELPAC coordinator's and TEs' TOMS accounts if the principal and/or coordinator have not met their respective requirements.

Date	Time	Audience
Monday, November 27, 2023	8:30 - 12:30	New Coordinators
Tuesday, November 28, 2023	8:30 - 11:30	Returning Coordinators
Wednesday, November 29, 2023	8:30 - 11:30	Returning Coordinators
Wednesday, November 29, 2023	12:00 - 3:00	Returning Coordinators
Thursday, November 30, 2023	8:30 - 11:30	Returning Coordinators
Thursday, November 30, 2023	12:00 - 3:00	Returning Coordinators
Friday, December 1, 2023	8:30 - 12:30	New Coordinators

OFFICE HOURS SCHEDULE WILL CHANGE FOR THIS WEEK

Afternoon Office Hours Cancelled: November 15-16, 2023

STB staff will be deployed to Testing Centers on November 15th through November 16th for the collection and processing of Initial ELPAC materials from RSVP schools. Consequently, afternoon Office Hours will be cancelled on those dates. Morning Office Hours will continue from 8:30 to 9:30 daily. If you need assistance, please contact the STB Help Desk at 213-241-4104. Phone lines are available between 7:30 and 4:00 daily.

Morning and Afternoon Office Hours will be Cancelled During Thanksgiving Break:

Morning and afternoon office hours will be cancelled November 20-24, 2023.



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REMINDER: COLLECTION OF INITIAL ELPAC FOR RSVP SCHOOLS ONLY

In preparation for the collection of 2023-24 K-2 Writing Answer Books from RSVP schools scheduled for Wednesday, November 15 and Thursday, November 16, 2023, please note the following:

- Schools were previously notified that they had been selected by the state as an RSVP school. Here is the [List of RSVP schools](#).
- **Schools not included on this list are NOT RSVP schools and must not return their K-2 Answer Books. These schools will return their materials in June 2024.**
- Official instructions for returning K-2 Initial ELPAC Writing Answer Books are provided in the [2023-24 Initial ELPAC Administration Instructions](#).
- RSVP Schools are required to return K-2 Writing materials only for students tested between August 14, 2023 and October 31, 2023.
- K-2 Writing Answer Books for students tested after October 30, 2023 will be returned to the school's assigned Testing Center in June 2024.
- Schools must make an appointment to return Initial ELPAC materials to their assigned Testing Center. To make an appointment, log into the [STB Portal](#) and click on *Testing Center Appointments*.
- Include an alphabetical roster of eligible students tested by grade level (Include: First Name, Last Name, SSID, and Grade). See sample roster in attachment M of the [2023-24 Initial ELPAC Administration Instructions](#).

PRE-ID LABELS FOR RSVP SCHOOLS:

During the week of October 30, 2023, RSVP schools received their pre-ID labels for students tested between August 14, 2023 and October 6, 2023.

1. Schools did not receive pre-ID labels for students tested between October 9, 2022 and October 31, 2023. However, schools must still return these answer books without a pre-ID label —DO NOT CREATE YOUR OWN LABELS.
2. K-2 answer books without a pre-ID labels must have the demographic information completed as indicated on Attachment G2 (Page 42) of the [2023-24 Initial ELPAC Administration Instructions](#).