Dear LEA ELPAC Coordinator or LEA CAASPP Coordinator:

With the spread of the coronavirus disease 2019 (COVID-19) still a threat, the health and safety of students and staff are the highest priority. To support local educational agencies (LEAs) in a safe administration of assessments, the California Department of Education (CDE) and Educational Testing Service have developed Suggested Guidelines for Physically Distancing Test Administrations web document. The guidelines are suggestions only and not a mandate for how to assess students.

LEAs can use these guidelines for in-person or co-located testing. This option can be used for both the online and paper–pencil assessments. For assessments that require one-on-one administration, the student and test examiner are co-located, whether at a school or at another LEA-approved location. All testing locations must meet the testing environment guidelines outlined in the test administration instructions, as well as the COVID-19 safety and social distancing protocols required by local officials.

LEAs should prioritize and continue to follow the guidance of the Centers for Disease Control and Prevention; the rules and regulations of the CDE; state, county, or city agencies; as well as those of the LEA.

Questions regarding the upcoming administration should be directed to CalTAC, by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
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