

## 22-23 ELPAC User Guide

Please select one of the topics below by using **Ctrl +Click** over the **topic text**:

*Any word or phrase seen in blue throughout the entire guide is a direct hyperlink to a document or shared resource for your convenience.*



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## ELPAC Acronyms and Glossary of Terms

Acronym	Stands for . . .	Definitions
EL	English Learner	The English Language Acquisition Status (ELAS) assigned to a student who is not fluent English proficient on the Initial ELPAC
ELD	English Language Development	Instruction required for English learners until being reclassified as fluent English proficient
ELPAC	English Language Proficiency Assessments for California	California's English Language Proficiency Assessments
EO	English Only	The ELAS assigned to a student whose initial home language survey indicates English as the student's primary language
IFEP	Initial Fluent English Proficient	The ELAS assigned to a student who is fluent English proficient on the Initial ELPAC
LEA	Local Educational Agency	An elementary, high school, and unified school district, county office of education, any charter school that for assessment purposes does not elect to be part of the school district or county office of education that granted the charter, and any charter school chartered by the State Board of Education
RFEP	Reclassified Fluent English Proficient	The ELAS assigned to a student who has been reclassified
SAP	Speaking—Summarize an Academic Presentation	One of six task types administered at grades K–12
SFN	Speaking—Speech Functions	One of six task types administered at grades 2–12
SPI	Speaking—Present and Discuss Information	One of six task types administered at grades 6–12
SRN	Speaking—Retell a Narrative	One of six task types administered at grades K–5
SSO	Speaking—Support an Opinion	One of six task types administered at grades K–12
STS	Speaking—Talk About a Scene	One of six task types administered at grades K–12

## ELPAC Acronyms and Glossary of Terms (con't)

Acronym	Stands for . . .	Definitions
TBD	To Be Determined	The ELAS assigned to students whose home language survey indicates a primary language other than English and whose ELAS is pending
TOMS	Test Operations Management System	A secure website that permits LEA ELPAC coordinators to perform a number of tasks and is required for test administration of the Listening and Speaking domains for grades 3–12
TAM	Test Administration Manual	The document which includes important instructions for LEA ELPAC coordinators

## ELPAC Computer Based Terms

Acronym	Stands for . . .	Definitions
DEI	Data Entry Interface	A secure website that allows LEA test examiners to enter scores for the Speaking domain and K–2 Writing domain
DFA	Directions for Administration	The document, located in TOMS, issued to administer the computer-based ELPAC, which can be printed locally or used digitally
STAIRS	Security and Test Administration Incident Reporting System	The online reporting system in TOMS for test security irregularities and breaches
TA Interface	Test Administrator Interface	The interface used by test examiners to initiate, approve, and monitor the administration of the test session
TRCS	Technology Readiness Checker for Students	An optional web-based resource, that may be used along with other observations of a student's technology readiness, to help identify the appropriate supports for computer-based assessments
THSS	Teacher Hand Scoring System	A secure website that allows educators to score computer-based responses for the Writing domain

## Moodle Requirements

- Test Site Coordinators can reference the ELPAC Training Package for Initial and Summative to attend the full training. This training package has been redesigned to accommodate everyone's schedule and is self-paced. TSCs can administer the Initial and Summative ELPAC once Moodle Calibrations have been emailed to your designated ASMT Specialist.

### Note:

- Moodle Calibrations will need to be completed by both **new** and **veteran** TSCs every school year.
- Links to the Training Package can be found on the last page, under *Important Resources*.
- Completing the Initial Moodle Calibration does not excuse a test administrator from the Summative Calibrations. Both will need to be completed as a state requirement before testing students.

1. [22-23 How To Create An ELPAC Moodle Account.docx](#)
2. [22-23 ELPAC Moodle Calibration Requirements \(for IA, SA\)](#)

## TOMS Login & Usage

- ELPAC TOMS logins are created for all TSCs and support staff prior to the Initial & Summative ELPAC Training.
- Any questions with logging in, navigating through TOMS student test settings or test assignments, please email your designated Assessment Specialist. You may also reach out by emailing [assessmentteam@learn4life.org](mailto:assessmentteam@learn4life.org)
- If additional staff will support in administering the ELPAC, the Test Site Coordinator will need to train them at the site level. Please reach out to the Assessment Team at [assessmentteam@learn4life.org](mailto:assessmentteam@learn4life.org) to create TOMS logins for staff.
- An email will be sent from CA-Assessments <CA-Assessments@ets.org> with a temporary password. Check your JUNK EMAIL folder or type [CA-Assessments@ets.org](mailto:CA-Assessments@ets.org) in your email search bar.
- Log into <https://www.elpac.org> and select the TOMS icon:

Home About Test Administration Resources Get Involved Training Calendar System Status

Help for LEA ELPAC Coordinators—  
Hours: M-F, 7 a.m. to 5 p.m. PT  
Call 800-955-2954  
Email [caltac@ets.org](mailto:caltac@ets.org)  
Online Chat now

### The ELPAC Website

The English Language Proficiency Assessments for California (ELPAC) website serves as the portal for resources that a local educational agency (LEA) will need to administer the ELPAC and the Alternate ELPAC.

### News and Tips for the ELPAC Administration

1. **CAASPP and ELPAC Office Hours & Coffee Sessions**  
Join us for virtual office hours and coffee sessions, hosted by the CDE and ETS, which will offer opportunities for IFA staff to ask questions and get answers about the spring assessments and multiple administration options.

Test Operations Management System (TOMS)

- You will then be prompted to sign your Test Security Affidavit.

## HOW TO RESET TOMS PASSWORD:

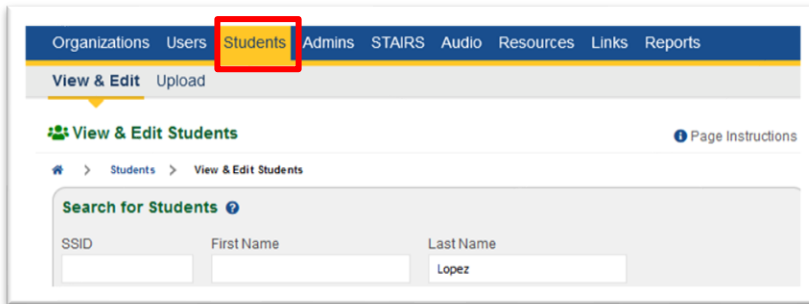
In case the verification link expired:

1. Go to <https://www.elpac.org>
2. Click on the TOMS blue button (1st button, left side of the homepage).
3. Reset your password by inputting your email.
4. Go to your JUNK EMAIL folder.

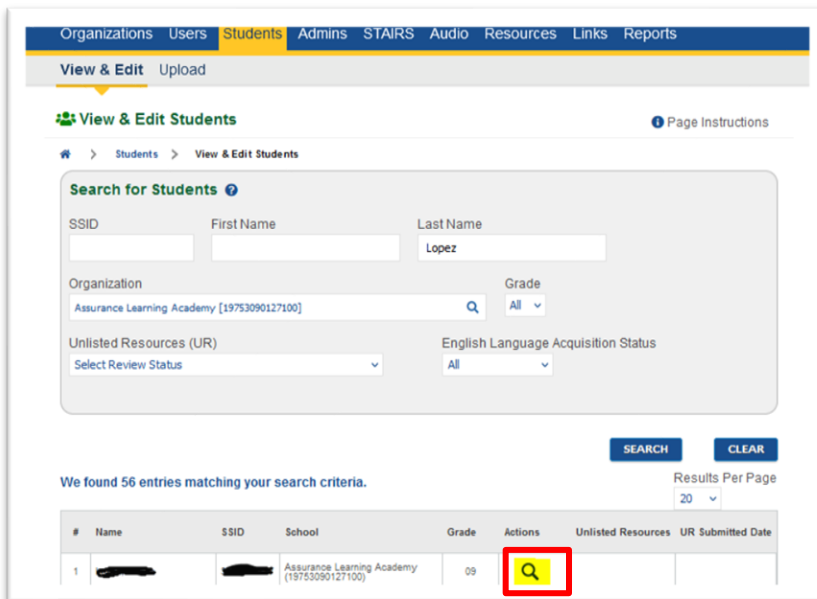
## TOMS Usage for Test Site Coordinators/ELD Leads

**TOMS** is used to verify student demographics (i.e; if *Grade Assessed* and *CALPADS Enrolled Grade* are the same) and Sped test settings are updated from what is reflected on the ELPAC roster, in addition to, being able to see what specific assessment is assigned to a student.

1. Once you log into TOMS, select on the *Student* tab.



2. Search by SSID (recommended) or by Last/First Name. The student will populate on the bottom of the screen. Select the magnifying glass to view specific information about the student.



The name and SSID in the sample photo is covered for privacy reasons.

**Note:** If a student *is not* reflected on the bottom, it means they are not in TOMS. For newly enrolled students within the window, this process may take up to 2 weeks before it makes its way into TOMS. Once a student withdraws from our school, we no longer have access to their information.

## Ways To Lookup and Confirm Student Information in TOMS

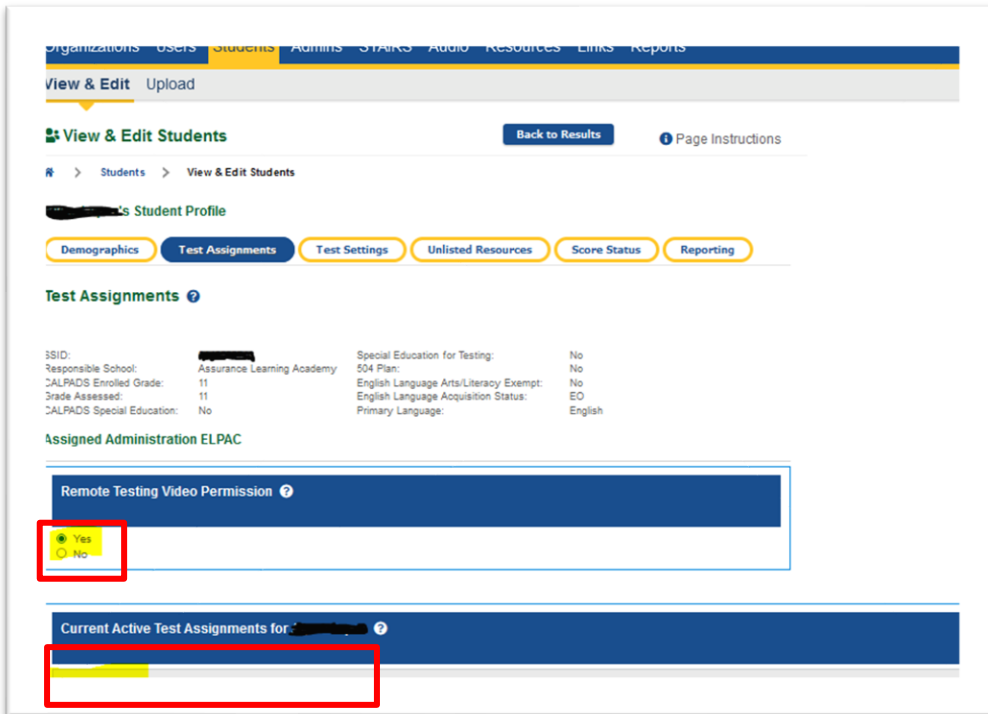
### Demographics Tab

This tab shows if there is a discrepancy between *Grade Level Assessed* and *CALPADS Enrolled Grade*. The grade levels need to match for the student to test in the appropriate grade level. Additionally, the tab shows if a student is RFEP'd and no longer needs to take the ELPAC.

View & Edit Students		
Back to Results Page Instructions		
Adrian Lopez's Student Profile		
Demographics Test Assignments Test Settings Unlisted Resources Score Status Reporting		
Collapse All Sections		
<b>Details</b>		
SSID	Local Student ID	
3176287187	29354	
First Name	Middle Name	Last Name or Surname
Adrian		Lopez
Responsible LEA		
Assurance Learning Academy		
Responsible School		
Assurance Learning Academy		
CALPADS Enrolled Grade	Grade Assessed	
09	09	
CALPADS Date of Birth	Date of Birth for Testing	US School Entry Date
May 29, 2003	May 29, 2003	
CEDS Primary Language Code	CALPADS Primary Language	Primary Language for Testing
SPA	Spanish	Spanish
CALPADS English Language Acquisition Status	English Language Acquisition Status for Testing	
RFEP	RFEP	
CALPADS Special Education	Special Education for testing	504 Plan
No	No	No

### Test Assignments Tab

This tab helps to view if **Remote Testing Video Permissions** are set to **Yes**. If settings are set to **No** and the student *will be testing remotely*, please contact your designated Assessment Specialist. Allow 48 hours for the system to make its way to the TA Interface before testing the student. This tab also checks if the Initial or Summative ELPAC has been assigned to the student under **Current Active Test Assignments**.



The name and SSID in the sample photo is covered for privacy reasons.

### Test Settings Tab

This tab should have all the accommodations listed to match what is on the Sped tab of your ELPAC roster. The TSC will need to verify in TOMS that the accommodations are there for each Sped student **prior to testing**. For any students missing a required accommodation in TOMS, email the Assessment Team at [assessmentteam@learn4life.org](mailto:assessmentteam@learn4life.org) at least **48 hours in advance of the student's test appointment** with a copy of the student's IEP state-wide testing accommodation page. Designated Supports can be added with the approval of a parent/guardian or teacher. Accommodations not included in the student's IEP specifically for the test cannot be entered in TOMS **unless the IEP is amended as appropriate**.

## Assessment Team MYLO

Our MYLO Assessment Team page is a one-stop-shop resource for any questions you may have. We keep current on state assessment and accountability updates to relay key information regarding our schools and stakeholders with the goal of quality assurance for all test administrations. Below are direct links that most staff find useful:

[MYLO Assessment Team Page](#)

[22-23 CA ASMT Resources > ELPAC](#)

All the necessary documents needed for Test Site Captains/ELD Leads are housed here, including (but not limited to) Initial, Alternate and Summative ELPAC DFAs, Parent Letters and documents related to Remote Testing.

[FAQs](#)

Please select one of the topics on the left to redirect you accordingly.

## ELPAC Resources

### What Is the Difference Between the Initial and Summative ELPAC?

Initial ELPAC	Summative ELPAC
The Initial ELPAC is a separate test used to identify a student as either an English learner who needs support to learn English or as proficient in English.	The Summative ELPAC is a test used to measure the English language proficiency of English learners. The results will help the school or LEA determine if the student is ready to be reclassified as proficient in English.
The Initial ELPAC is administered within 30 days of when the student enrolls in a California public school for the first time.	The Summative ELPAC is administered every spring, from February 1 to May 31.
The student takes the Initial ELPAC one time only.	The student takes the Summative ELPAC annually until reclassified.
A student must log on to all four domains to be counted as tested.	A student must log on to at least one of the two domains within both the oral and written composite to be counted as tested.
There is one test form or edition of the Initial ELPAC.	The Summative ELPAC test form is revised annually.
The Initial ELPAC is administered in six grades and grade spans: Kindergarten (K), 1, 2, 3–5, 6–8, and 9–12.	The Summative ELPAC is administered in seven grades and grade spans: K, 1, 2, 3–5, 6–8, 9–10, and 11–12.
The Initial ELPAC is locally scored by the designated test examiner. Student Score Reports are available to the LEAs in the Test Operations Management System (TOMS).	The Summative ELPAC is scored by ETS except for the Speaking domain which is scored by the test examiner. Student Score Reports are available to the LEAs in TOMS.
The Primary Ordering Window begins in April.	The Round 1 Ordering Window begins in the fall.

### Technical Requirements for Initial

The computer-based ELPAC is administered online and requires two internet-connected devices: a student testing device and a separate device that the ELPAC test examiner uses to start a test session through the Test Administrator Interface. ELPAC Test Administrators may also use their device to access the *Directions for Administration (DFA)*, to access the Data Entry Interface (DEI) for entering the locally scored Speaking (for all grades) and Writing (for K-G2 students only) test scores and to access the Teacher Hand Scoring System (THSS) to score the submitted writing tests for grades three through twelve students. The computer-based ELPAC requires the installation of secure browsers on student testing devices.

**Note:** It is **strongly encouraged** for students to use a school issued Chromebooks for ELPAC testing. Any student can use their personal device *if the diagnostic tool ensured* that their device is compatible to downloading the secure browser. Unfortunately, since it is not a school issued Chromebook, the Assessment and IT team are limited in providing further assistance beyond what our document provide due to liability issues.

### Remote Testing Features

Updated 7/2022



There are remote testing features available in the Student Testing Interface for the ELPAC assessments, practice and training tests. The following remote testing features are available by role:

Icon	Feature	Initiated By
	Advanced scheduling of test sessions	<ul style="list-style-type: none"> <li>Coordinator</li> <li>Test administrator and examiner</li> </ul>
	Video monitoring	<ul style="list-style-type: none"> <li>Coordinator (to confirm)</li> <li>Test administrator and examiner (to monitor)</li> </ul>
	Individual messaging	<ul style="list-style-type: none"> <li>Student</li> <li>Test administrator and examiner</li> </ul>
	Raise hand	<ul style="list-style-type: none"> <li>Student only</li> </ul>
	One-on-one video call	<ul style="list-style-type: none"> <li>Test administrator and examiner only</li> </ul>
	Broadcast	<ul style="list-style-type: none"> <li>Test administrator and examiner only</li> </ul>
	Screen share	<ul style="list-style-type: none"> <li>Test administrator and examiner only</li> </ul>

## Chromebook Tech Issues

The Assessment Team has partnered with our IT Team to create resources based on feedback from the field regarding Chromebooks. Two videos have been made on how to log in students on Student Chromebooks using the Secure Browser. Please visit each link below and read through all possible troubleshooting issues prior to contacting the IT Team:

- [Connecting on Student's WIFI](#)
- [Students accessing Testing Apps using Chromebooks](#)

To simplify this process:

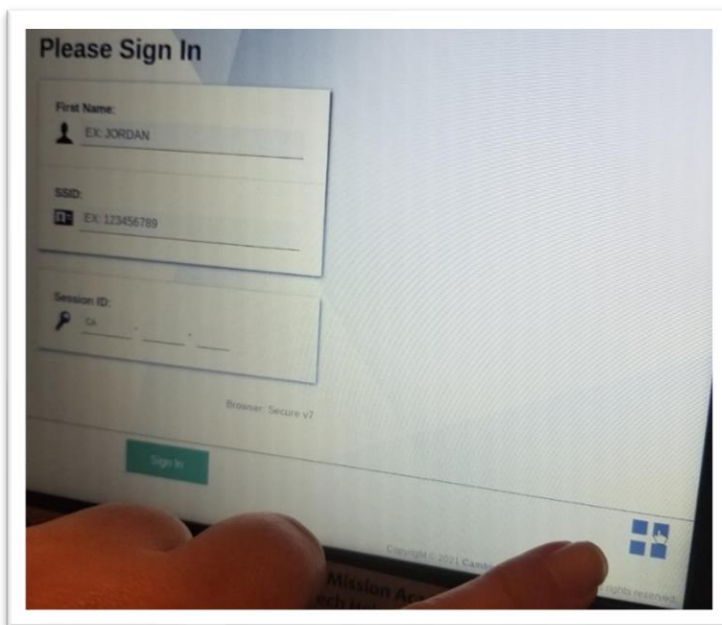
1. Student logs into the Chromebook
2. Student connects to the Student SSID
3. Student logouts of the Chromebook
4. Student goes to the Apps and selects the proper testing option.

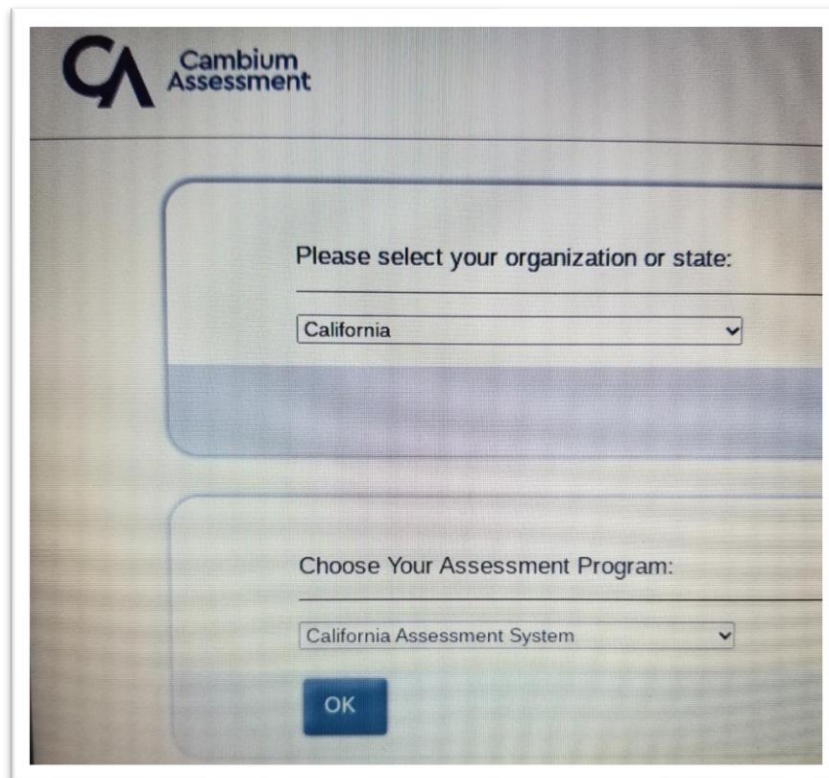
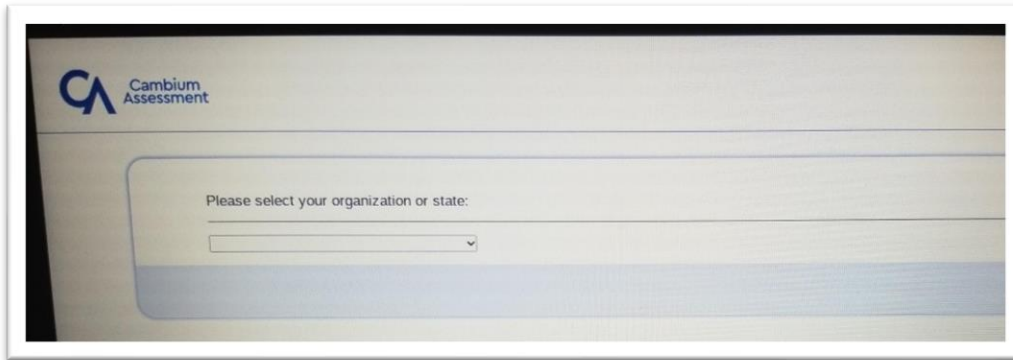
Please note these Enterprise Enrolled Chromebooks are programmed to authenticate the Student's login of the Chromebook prior to the Student connecting to the Student SSID WiFi while at the school site. Please follow the previous listed 4 steps.

The secure browsers can **ONLY** be accessed from the Chromebook's log in screen, in kiosk mode. If the student is signed into their account, they must sign out. From the login screen, make sure the Chromebook is connected to a WiFi network. Then click on Apps in the bottom left corner and select the appropriate testing browser. If a network error message is displayed, reboot the Chromebook and verify WiFi connectivity.

Please also ensure the student Chromebook session ID is set to "CA". If it is not, please follow the directions below:

- On the login screen, there is an icon on the bottom right corner (looks like 4 squares).
- The student will need to click on this icon. It will revert the student back to the screen to choose the organization and state (screenshots below for visual help):





Ensure the Secure Browser is updated. If issues still arise with school issued devices, proceed to email [tech@llac.org](mailto:tech@llac.org)

Please refer to [Secure Browser System Requirements](#) if your site agrees to a student using their own personal device. This link outlines information about supported operating systems and devices, and how to download a secure browser to supported devices.

## Camera Protocol

### Cameras Must be Enabled When Administering ELPAC for Remote Testing

1. In order to troubleshoot the video feature and grey cloud appearance, CalTac recommends students reboot their device and try logging into a new test session. That helps to fix most video connection issues.
2. Per the state protocol regarding ELPAC, it is best practice to use the built-in camera in the testing environment when remote testing. Using a phone as a means to replace the video in the interface for

Updated 7/2022

ELPAC/CAASPP testing is a test impropriety, as cell phones **must be turned off and/or away** from the student during the test environment. The student must use the built-in camera from the Secure Browser to test CAASPP.

3. If allowed by admin, it is best practice to have students come on site and test as the best option to mitigate any tech issues that may arise.

## Remote Testing

Please read all of the documents thoroughly before emailing the Assessment Team.

Below are very useful visuals and flowsheet regarding remote testing:

As indicated in #1, [READ FIRST - ELPAC Remote Administration Unpacking the Resources](#)

This will provide a good layout and checklist on what to watch and be prepared for prior to administering students.

A printed version of the checklist is also available for your convenience: [ELPAC Remote Testing CHECKLIST](#)

### Browser by Assessment

Below is a breakdown of which browser type is needed for each assessment and domains:

### Initial ELPAC

The web-based student interface is needed for **the Speaking domain if done remotely** in order to test students. For students taking the Initial ELPAC, the *Remote Testing Video Permission* must be set to “Y” (TOMS>Students> Test Assignments). This allows the TA to log to the student testing interface, answering the questions while showing the DFA for the Speaking domain in a video conference (e.g., Zoom, Google Meet, Teams, etc.) with a test administrator.

### Web Based Student Testing Interface

- The [Student Testing Interface](#) should be opened by test examiners administering the Initial ELPAC, the Summative ELPAC Reading, Listening, and Speaking domain for students in K–2 and the Speaking domain for K–12 students.

View & Edit Students

BACK TO RESULTS Page Instructions

Students > View & Edit Students

Student Profile

Demographics Test Assignments Test Settings Unlisted Resources Score Status Reporting

Test Assignments

SSID: [redacted] Special Education for Testing: No  
 Responsible School: San Diego Mission Academy 504 Plan: No  
 CALPADS Enrolled Grade: 10 English Language Arts/Literacy Exempt: No  
 Grade Assessed: 10 English Language Acquisition Status: TBD  
 CALPADS Special Education: No Primary Language: Spanish

Assigned Administration ELPAC

Remote Testing Video Permission ?

Yes  
 No

Current Active Test Assignments for [redacted] ?

Testing Program	Test Assignment Status	Test Delivery Mode	Alternate Assessment for Listening	Alternate Assessment for Speaking	Alternate Assessment for Reading	Alternate Assessment for Writing	Listening Exemption	Speaking Exemption	Reading Exemption	Writing Exemption
Initial ELPAC	Assigned <span style="color: green;">✔</span>	Online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Summative ELPAC

The Summative differs in browser type from the Initial. The Listening, Reading and Writing domains need the Secure Browser in order for the student interface to work on the student device. The Speaking domain, however, requires the web-based student interface if testing remotely.

## Student Set Up Documents

These documents are to be given to the student up to one week *prior* to testing to get them set up and make sure their personal device has the proper Operating System. These are pre-testing tasks to do and separate from the testing times anticipated.

[ELPAC Student Remote Instructions\\_ Student Set Up](#)

[Web-based Browser: ELPAC Student Remote Instructions\\_ Student Ready to Test](#)

## ELPAC Test Examiner / Proctor Remote Instructions

Below are quick guides offered for test examiners on how to administer each domain for remote testing.

[ELPAC Proctor Remote Instructions\\_ Student Controls LRW](#)

[ELPAC Proctor Remote Instructions TE Controls RL](#)  
[ELPAC Proctor Remote Instructions TE Controls W](#)  
[ELPAC Proctor Remote Instructions TE Controls S](#)

## ELPAC Testing Videos

Below are video tutorials and PDFs for your convenience on how to administer the ELPAC.

- [How To Start and Stop an In-Person Test Session VIDEO](#)
- [Initial ELPAC: How to Start a Test Session \(PDF\)](#)





### Test Examiners: Remote Testing

#### Grades 3-12




- [Scheduling, Starting, and Stopping a Remote Test Session](#)
- [Monitoring a Remote Test Session](#)
- [How to Give a Remote Test](#)
- [How to Take a Remote Test for Students—English](#)
- [Group Administration for a Remote Initial ELPAC](#)

There are additional Remote Testing Videos in Moodle by clicking on the following:  
Home > English Language Proficiency Assessments for California (ELPAC) > 22-23 Initial ELPAC Training Resources > Test Examiner Training and Calibration > Overview – Remote Testing Resources

#### Grades K-2 Test Examiner Videos

-  [K-2 Summative ELPAC Remote Testing: Writing \(New 7/15/22\)](#)
-  [K-2 ELPAC Remote Test Administration: Listening and Reading \(New 7/15/22\)](#)
-  [K-12 ELPAC Remote Test Administration: Speaking \(New 7/15/22\)](#)
-  [Starting a One on One Remote Test Session \(New 7/11/22\)](#)

#### Grades 3-12 Test Examiner Videos

-  [How to Give a Remote Group Test \(New 7/11/22\)](#)
-  [K-12 ELPAC Remote Test Administration: Speaking \(New 7/15/22\)](#)
-  [Starting a One on One Remote Test Session \(New 7/11/21\)](#)

### Accessibility Resources Video

When you log into Moodle > 2022-23

*Summative ELPAC Examiner Training and Calibration Course*, new for this year are 3 videos for your reference towards the end of the page on accessibility resources, providing a demonstration and brief overview on designated

supports.

▼ **Accessibility Resources**

-  [Test Navigation Assistant and Designated Interface Assistant Video](#)
-  [Read Aloud Video](#)
-  [Scribe Video](#)

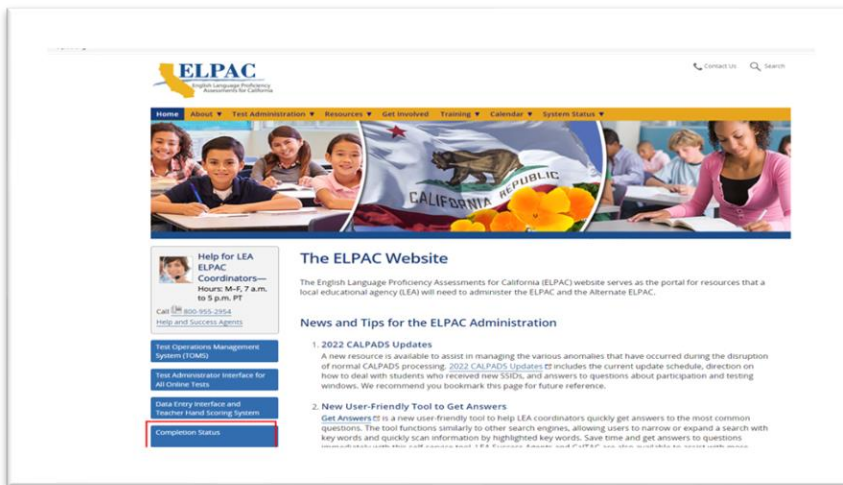
## CSRs & Power BI: ELPAC Roster

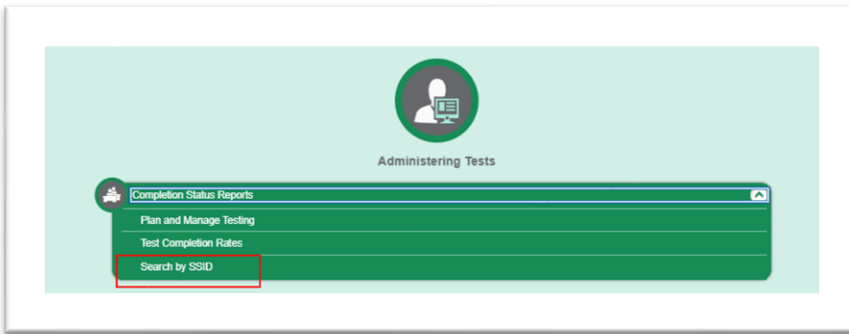
### Completion Status Reports (CSRs)

The Completion Status Reports capture students tested on a weekly basis for each charter within the testing window. The Assessment Team pulls CSRs every Friday from TOMS, capturing students who were Tested, Not Tested, and new enrollments added to TOMS each week.

A Test Examiner can pull a **CSR in real time** to view test status, test progress, and completion information for students. To pull a real time CSR:

- Login to ELPAC.ORG
- Click on the Completion Status from the left side menu
- Search By SSID
- The CSR will generate with the student's testing information





## Power BI Report

The Assessment Team has partnered with the Data Team to compile the CSRs pulled from TOMS each week to provide a report in Power BI reflecting student participation.

Disclaimer: The Power BI: ELPAC Reports has replaced the excel **Rosters** we have previously used.

You will use the ELPAC Roster and Completion Tracking Report in Power BI Report to track **reported, paused**, and **expired** tests each week for each student at your site that needs to be ELPAC tested.

Each Monday the report is updated reflecting student participation and new enrollments from the Friday prior.

Open the Power BI Report:

- Click on the Student List View, this will be your Power BI: ELPAC Roster
- Filter for School Year, Test Type, Charter Name, Learning Center, and Completed Assessment
- Monitor the CSR Status Column for Reported, Paused, and Expired Domains

Charter Name	Learning Center	Completed Assessment	Staff Name	TA Name	SSID	Look ID	Student Name	Birth Date	Enrolled Grade	Special Ed	Test	CSR Status	Date Completed	Start Date	End Date	Exempt	Ex No
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Peric, Britney		930109107	12305	Lucas Francisco, Nolasco	1/10/2007	09	No	Initial ELPAC Grades 9-12 Writing Test			7/1/2022		Non-Exempt	
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Peric, Britney		930109107	12305	Lucas Francisco, Nolasco	1/10/2007	09	No	Initial ELPAC Grades 9-12 Listening Test			7/1/2022		Non-Exempt	
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Peric, Britney		930109107	12305	Lucas Francisco, Nolasco	1/10/2007	09	No	Initial ELPAC Grades 9-12 Reading Test			7/1/2022		Non-Exempt	
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Peric, Britney		930109107	12305	Lucas Francisco, Nolasco	1/10/2007	09	No	Initial ELPAC Grades 9-12 Speaking - Online Data Entry Interface			7/1/2022		Non-Exempt	
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Peric, Britney		930109107	12305	Lucas Francisco, Nolasco	1/10/2007	09	No	Initial ELPAC Grades 9-12 Speaking Test			7/1/2022		Non-Exempt	
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Peric, Britney		930109107	12305	Lucas Francisco, Nolasco	1/10/2007	09	No	Initial ELPAC			7/1/2022		Non-Exempt	

A **reported** status means the test has been completed and sent to the vendor. Each student will have 5 domains (4 testing domains + the DEI to input scores) and all five domains need to be **reported** to account towards a completed test and be counted in the participation numbers in the ELPAC Roster and Completion Tracking Report.

A **paused** status means the student needs to finish testing in that domain before the expired date indicated.



For an **expired** status, send an email to your designated Assessment Specialist so they can submit a STAIRS report to get the domain reopened. The student will need to wait until the domain is reopened before the student can come in and complete testing. This can take up to 3-4 days to complete once requested. Once the test is reopened, there is a 10 day window to have the student finish that domain.

For more information on how to use the ELPAC Roster and Completion Tracking Report in Power BI, please click [here](#) to watch a 4:34 video tutorial.

### Gr K-2 Writing - Homestudy

1. The Writing domain for the ELPAC will continue to be administered on paper using a Writing Answer Book for students in Grades K-2.
2. It is the Test Site Coordinators responsibility to check their Roster and Inventory to ensure enough material is available at the site in order test each student listed on the Roster. If more Answer Booklets are needed, please contact your designated Assessment Specialist so more materials can be shipped to the site.
3. The front and back covers of the Answer Book are the demographic pages containing important student- and school-related information. This must be filled in accurately according to the sample provided below: [Sample Answer Doc- How To Fill Out](#)
4. For Summative ELPAC the back cover of the K-2 Writing Answer Book has a new box (Box 9) for local use. This optional checkbox should be used to indicate a student was administered the Writing domain and completed the assessment even though they may have no response or limited responses in the Answer Book.
5. Initial ELPAC Answer Books must be locally scored on the Writing Score Sheet found on the back of the Answer booklet. After the scores are noted on the score sheet, you must then enter all scores into the THSS and the DEI.
6. The Writing scores entered in the DEI will be merged with the Speaking scores entered in the DEI and the computer-based scores from the Listening and Reading domains. Once all domain scores have been merged, the Initial ELPAC SSR will be available to the LEA to download and print from TOMS.
2. It is recommended that for grades K-2 you administer the ELPAC in-person, but you still do have the option to administer the assessment remotely. The administration style should not change in the middle of a domain, so if you start a domain in-person, you should finish the domain in-person instead of remotely.

### One-on-One vs. Group Testing

#### Suggested Guidelines for Physically Distancing Test Administration

As counties adjust to new COVID-19 strains, health and safety is held with highest priority. These guidelines will provide information regarding the administration of ELPAC and schools should review information from the CDE

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around wearing masks, sanitation, and social distancing. This information should not be interpreted as a state mandate. Administrators need to work with their local health departments and stakeholders to ensure that their public health protocols align with the most current scientific knowledge and community expectations.

Suggestions for the following testing scenarios are presented in these guidelines:

- [Group Testing](#)
- [One-on-One Testing](#)
- [Transparent Plastic Divider with the Test Examiner Entering Answers](#)
- [Transparent Plastic Divider with the Student Entering Answers](#)
- [Distance with the Test Examiner Entering Answers](#)
- [Distance with the Student Entering Answers](#)
- [Facing the Same Direction with the Test Examiner Entering Answers](#)
- [Facing the Same Direction with the Student Entering Answers](#)
- [One-on-One Testing Projected to a Screen](#)

## DFAs, Parent Letters, Sign-In Sheet/Print Sessions

### Directions For Administration Manual (DFAs)

Below is the direct link to the ELPAC Directions for Administration (DFAs). All test examiners must read directions verbatim to avoid a test impropriety. Reminder: **Do not** use the Summative ELPAC DFAs to administer the Initial ELPAC. Each ELPAC Assessment has their own set of DFAs and form assignments vary by charter.

[Initial ELPAC DFAs](#)

[Initial ALT ELPAC DFAs](#)

**Note:** The links above will redirect you to the Initial and Initial Alternate ELPAC DFAs respectively.

All Initial DFAs will use Form 1 for the 22-23 School Year.

There is a separate Initial DFA for in-person testing vs. remote testing.

The ALT ELPAC cannot be given remotely.

[Summative ALT ELPAC DFAs](#)

[Summative ELPAC DFAs](#)

The DFA, PFA (Preparing For Administration) and How To Start a Test Session will be 3 separate documents. If assigned Form 3: More time will be needed for the Speaking domain

[22-23 Summative ELPAC Form Assignments](#)

### Students Who Move LEAs During Testing:

- Reach out to your Assessment Specialist if you have a student who started the Summative ELPAC and did not finish a domain at their previous school.
- These students will need to complete the domain using the form assigned to their previous school if they are enrolled in the same grade level.
- These students' domains will either be paused or expired, and Power BI will reflect a TA Name who is not staff at your learning center.

- A student who did not start a domain or who has completed a domain will complete all other domains using the form assigned to our school.

[Initial ELPAC Parent Letters](#) (←link)

[Initial ALT ELPAC Parent Letters](#)(←link)

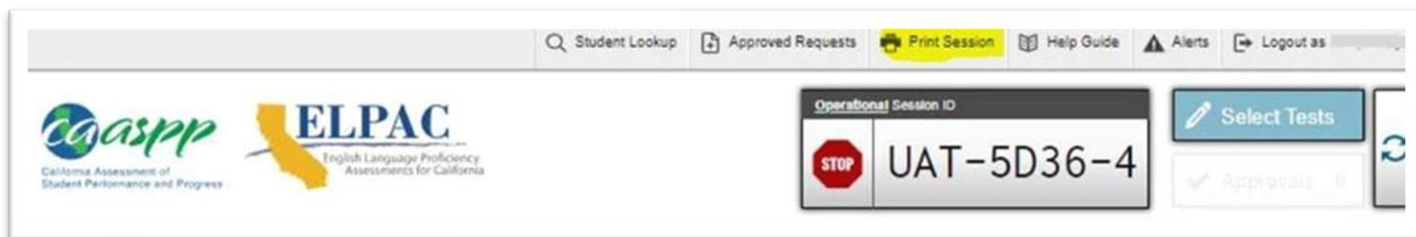
[Summative ELPAC Parent Letters](#) (←link)

[Summative ALT ELPAC Parent Letters](#)(←link)

The parent letter templates are available in various languages. If you need parent letters to be translated in another language other than what is provided, you can do so locally with the support of your leadership. It is best practice to send parent letters out two weeks prior to your sites testing window with support of staff on site to send out. Since remote testing is an option, you may also send parent letters out electronically via email.

[Sign-In Sheets/Print Sessions](#)(←link)

It is best practice to track student testing by capturing their attendance. You may print the Print Session or utilize a Sign-in Sheet. Please print your **PRINT SESSION** and save it as a PDF. You will need to save all printed Print Sessions and email them to your designated Assessment Specialist once the testing window ends.



An alternative method would be to use our **Sample Sign-In Sheet** template and type all student names from each testing session (link provided in title).

## ELPAC Rubrics & Scoring

### Rubrics

This ELPAC Rubrics offers details on student response types and related scoring considerations for the included samples of practice items. Below are the direct links to each task type within the Speaking domain. It is very helpful to have these rubrics with you while completing Moodle Calibrations and when scoring a student during the Speaking:

[All Initial Writing Rubrics](#)

The Initial Writing PDF includes rubrics for the following:

- Letters: Grades K - 2
- Words: Grade K and Grades 1- 2
- Writing Independent Sentences: Grades 1 - 2
- Describe A Picture: Grades 3 - 5
- Justify an Opinion: Grades 3 - 12

- Write About an Experience: Grades 6 -12

[All Initial Speaking Rubrics](#)

The Speaking Writing PDF includes rubrics for the following:

- Talk About a Scene: Grade K - 12
- Speech Functions: Grades 3 - 12
- Support an Opinion
- Retell a Narrative: Grades K - 2
- Summarize an Academic Presentation: Grades 1 – 12

[Summative ELPAC Speaking Rubrics](#)

The Speaking PDF includes rubrics for the following:

- Talk about a Scene: Grades K-12
- Speech Functions: Grades 2-12
- Support an Opinion: Grades K-12
- Retell a Narrative: Grades K - 5
- Summarize an Academic Presentation: Grades K-12
- Present and Discuss Information: Grades 6-12

**Scoring**

Remember to score Initial ELPAC student Writing responses in the THSS and Speaking scores for both Initial, and Summative ELPAC in the DEI.

Below is a snapshot to differentiate what scores should be entered into the DEI vs. THSS for the Initial.

**Initial ELPAC**

In order to determine where responses for the computer-based assessment (CBA) should be submitted based on the grade span, and domain, refer to the following table:

Grade Span	Test Delivery	Domain	Where to Submit Answers
K-12	CBA	Listening and Reading	Test examiner selects the student's responses in the Test Delivery System (TDS) for K-2 students. Students in grades 3-12 enter their responses in the TDS.
K-12	CBA	Speaking	Test examiner enters scores in the Data Entry Interface (DEI) during or after the administration of the Speaking test in the TDS.

[Link to DEI](#)

[Link to THSS](#)

## SpEd Protocol

The Power BI: ELPAC Roster will indicate if a student is SpEd by having a Yes or No in the Special Ed Column (see below):

Charter Name	Learning Center	Completed Assessment	Staff Name	TA Name	SSO	Local ID	Student Name	Birth Date	Enrolled Grade	Special Ed	Test	CSR Status	Data Completed	Start Date	End Date	Exempt	Exempt Notes
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Ponce, Britney		9391056107	12535	Lucas Francisco, Nolisco	1/10/2007	09	No	Initial ELPAC Grades 9-12 Speaking Test			7/1/2022			Non-Exempt
Vista Norte Public Charter	Casa Blanca	Not Completed	Calderon Ponce, Britney		9391056107	12535	Lucas Francisco, Nolisco	1/10/2007	09	No	Initial ELPAC Grades 9-12 Writing Test			7/1/2022			Non-Exempt
Vista Norte Public Charter	Casa Blanca	Not Completed	Fresques, Jay		2680591105	12457	Yot Caal, Feliciano	12/19/2000	09	No	Initial ELPAC Grades 9-12 Listening Test			7/1/2022			Non-Exempt
Vista Norte Public Charter	Casa Blanca	Not Completed	Fresques, Jay		2680591105	12457	Yot Caal, Feliciano	12/19/2000	09	No	Initial ELPAC Grades 9-12 Reading Test			7/1/2022			Non-Exempt
Vista Norte Public Charter	Casa Blanca	Not Completed	Fresques, Jay		2680591105	12457	Yot Caal, Feliciano	12/19/2000	09	No	Initial ELPAC Grades 9-12 Speaking - Online Data Entry Interface			7/1/2022			Non-Exempt
Vista Norte Public Charter	Casa Blanca	Not Completed	Fresques, Jay		2680591105	12457	Yot Caal, Feliciano	12/19/2000	09	No	Initial ELPAC Grades 9-12 Speaking Test			7/1/2022			Non-Exempt
Vista Norte Public Charter	Casa Blanca	Not Completed	Fresques, Jay		2680591105	12457	Yot Caal, Feliciano	12/19/2000	09	No	Initial ELPAC Grades 9-12 Writing Test			7/1/2022			Non-Exempt
Vista Norte Public Charter	Casa Blanca	Not Completed	Martin, Rachel		2091221842	12587	Valasco Francisco, S	10/03/2000	09	No	Initial ELPAC Grades 9-12			7/1/2022			Non-Exempt

If any of your students have a Yes in this column, ***you will need to verify what Accommodations and/or Designated supports the student needs for testing.***

The TSC will need to communicate with the Sped teacher on site to verify if the student will be using Accommodations/Designated Supports **specific** to ELPAC indicated in the students' IEP or Section 504 Plan. If a student will not be using their accommodations, note it on Contact Manager in SIS.

### IMPORTANT: Sped Students with Test Settings

Accommodations for all charters will be uploaded into TOMS. The TSC will need to verify that the appropriate accommodations are available in TOMS for each Sped student **prior to testing**. For any students missing a required accommodation in TOMS, email your Assessment Specialist **at least 48 hours in advance of the student's testing appointment** with a copy of the student's IEP state-wide testing accommodations page. Designated Supports can be added with the approval of a parent/guardian or teacher for any student. Accommodations not included in the student's IEP specifically for ELPAC cannot be entered in TOMS **unless the IEP is amended as appropriate**.

You can verify a student's test settings in TOMS by Searching for the student and going into their Test Settings tab:



Students have the Test Setting assigned to them if a check mark is indicated next to the Test Setting:

<input checked="" type="checkbox"/>		Computer and Paper	Noise Buffers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Computer and Paper	Read Aloud in Spanish		<input type="checkbox"/>
<input type="checkbox"/>		Computer and Paper	Read Aloud	<input type="checkbox"/>	<input type="checkbox"/>
		Computer and Paper	Science Charts		
<input type="checkbox"/>		Computer and Paper	Scribe	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Computer and Paper	Separate Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Computer and Paper	Simplified Test Directions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Computer and Paper	Translated Test Directions	<input type="checkbox"/>	<input type="checkbox"/>

Below are references of all designated supports and accessibility matrix for convenience.



**2022–23 California Student Assessment Accessibility  
Graphic for the Computer-Based English Language  
Proficiency Assessments for California (ELPAC)**



Unless noted in parentheses, resources may be used in all domains:  
Listening (L), Speaking (S), Reading (R), and Writing (W).

Resources Available to All Students			
<b>Universal Tools</b>		<b>Designated Supports</b>	
<b>Embedded</b>	Writing tools <sup>2</sup> (grades 3–12) Zoom (in/out)	<b>Embedded</b>	Designated interface assistant
Breaks		Color contrast	Magnification
Digital notepad		Masking	Masking
Expandable items	<b>Non-Embedded</b>	Mouse pointer (size and color)	Medical supports (restricted settings)
Expandable passages	Breaks	Pause or replay audio <sup>2</sup> (L, S)	Noise buffers
Highlighter	Oral clarification of test directions by the test examiner in English	Print size	Pause or replay audio <sup>2</sup> (L, S)
Keyboard navigation	Scratch paper	Streamline	Print on demand
Line reader <sup>1</sup> (grades 3–12)	Test navigation assistant	Turn off any universal tool(s)	Read aloud <sup>3</sup>
Mark for review <sup>1</sup> (grades 2–12)		<b>Non-Embedded</b>	Separate setting
Strikethrough <sup>1</sup> (grades 3–12)		American Sign Language	Simplified test directions
		or Manually Coded English	Translated test directions
		Amplification <sup>2</sup>	
Available to Students with an Individualized Education Program (IEP) or Section 504 Plan			
<b>Accommodations</b>		<b>Unlisted Resources</b>	
<b>Embedded</b>	<b>Non-Embedded</b>	To obtain approval to use an unlisted resource, a local educational agency may submit a request in the Test Operations Management System on behalf of a student with a disability, prior to administering the online ELPAC.	
American Sign Language <sup>2</sup> (L)	Alternate response options		
Audio transcript (includes braille transcript) <sup>2</sup>	American Sign Language or Manually Coded English (L, S)	<b>Domain Exemptions</b>	
Braille <sup>2</sup> (embossed and refreshable)	Braille <sup>2</sup>		
Closed-captioning <sup>2</sup>	Breaks	The IEP or Section 504 team may decide to exempt a student from a domain if there are no available resources or unlisted resources that provide the student access to that domain. To indicate the use of a domain exemption, follow the directions in the test administration manual. Domain exemptions are not applicable for the Alternate ELPAC.	
Speech-to-text <sup>2</sup>	Scribe <sup>2</sup>		
Text-to-speech <sup>2</sup> (L, S, W)	Speech-to-text <sup>2</sup>		

<sup>1</sup> Available for all grade levels for the Alternate ELPAC.

<sup>2</sup> Resource not available for the Alternate ELPAC.

<sup>3</sup> Available only for Writing for Initial and Summative ELPAC, and for all domains for Alternate ELPAC.

California Department of Education  
October 2022

Refer to the California Department of Education CA Assessment Accessibility Resources Matrix web page at <https://www.cde.ca.gov/ta/tg/ca/accessibilityresources.asp> for additional information.

- [ELPAC Computer-based](#)
- [ELPAC Paper–Pencil](#)

[California Assessment Accessibility Matrix](#)

The California Assessment Accessibility Resources Matrix (Accessibility Matrix) displays the embedded and non-embedded universal tools, designated supports, and accommodations (UDAs) allowed as part of the ELPAC Systems for 2022–23 in greater detail.

**Accessibility Resources Videos:**

<https://www.elpac.org/training/uaag/>

When you log into Moodle > 2022–23 Summative ELPAC Examiner Training and Calibration Course, new for this year are 3 videos for your reference towards the end of the page on accessibility resources, providing a

demonstration and brief overview on designated supports.

▼ **Accessibility Resources**

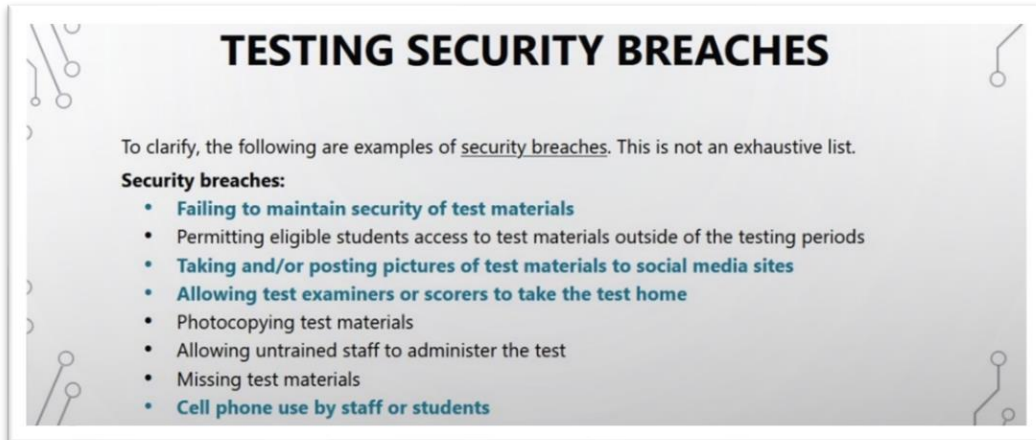
 [Test Navigation Assistant and Designated Interface Assistant Video](#)

 [Read Aloud Video](#)

 [Scribe Video](#)

## STAIRS Report

A STAIRS report should be submitted to document any testing irregularity, security breach, or to follow up with any expired domains. Below are examples of testing irregularities or security breaches:

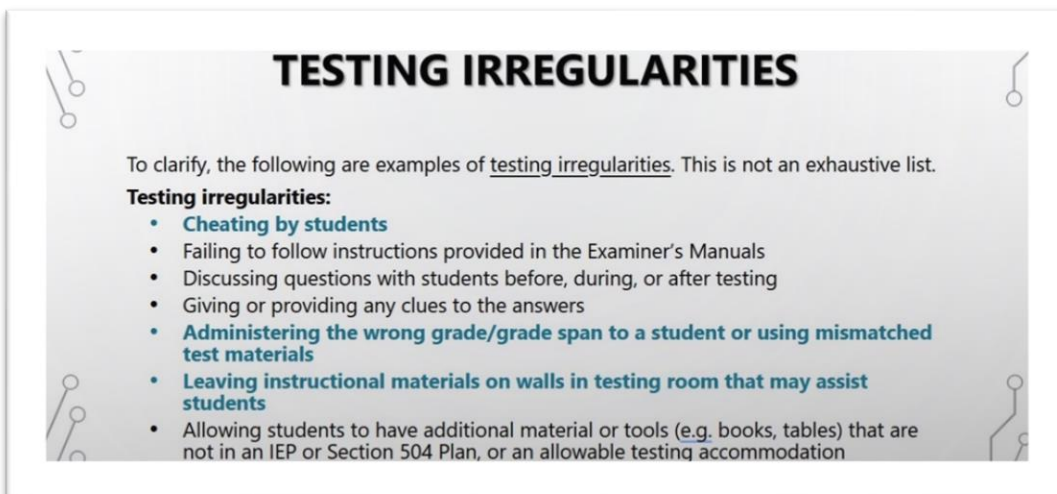


**TESTING SECURITY BREACHES**

To clarify, the following are examples of security breaches. This is not an exhaustive list.

**Security breaches:**

- **Failing to maintain security of test materials**
- Permitting eligible students access to test materials outside of the testing periods
- **Taking and/or posting pictures of test materials to social media sites**
- **Allowing test examiners or scorers to take the test home**
- Photocopying test materials
- Allowing untrained staff to administer the test
- Missing test materials
- **Cell phone use by staff or students**



**TESTING IRREGULARITIES**

To clarify, the following are examples of testing irregularities. This is not an exhaustive list.

**Testing irregularities:**

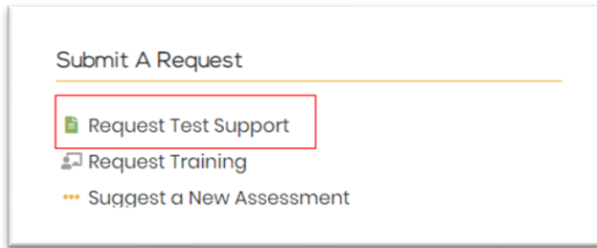
- **Cheating by students**
- Failing to follow instructions provided in the Examiner's Manuals
- Discussing questions with students before, during, or after testing
- Giving or providing any clues to the answers
- **Administering the wrong grade/grade span to a student or using mismatched test materials**
- **Leaving instructional materials on walls in testing room that may assist students**
- Allowing students to have additional material or tools (e.g. books, tables) that are not in an IEP or Section 504 Plan, or an allowable testing accommodation

In order to file in  
STAIRS report accordingly, submit a Test Support Request via the [Assessment Team Mylo Page](#)

order to file in

Updated 7/2022





### [Direct Link to Request Test Support](#)

Include the following in your request:

1. Charter and site name
2. Student's First and Last Name
3. DOB
4. SSID#
5. Describe the issue, use screenshots, and attach files if needed

Depending on the issue, your designated ASMT Specialist will follow up with any questions and updates as needed.

## Important Resources

Please click below on the direct links to important resources and updates.

[ELPAC System Downtime Updates](#)

[Non-TOMS Users Affidavits](#)

### **ELPAC Training Package Details**

Below are direct links to all the required resources to use during your training.

#### **Initial & Initial ALT ELPAC**

- Training Recordings  
[22-23 Initial ELPAC Training Video Recording](#)
- Training PowerPoint Slides  
[22-23 L4L Initial ELPAC Training FINAL PowerPoint](#)
- Q&A Session Recording  
[INITIAL ELPAC Q&A Session Recording](#)

#### **Summative & Summative ALT ELPAC**

- Training Recordings  
[22\\_23\\_Summative ELPAC Training Recording](#)

- Training PowerPoint Slides  
[22-23 Summative ELPAC Training Power Point Final](#)
- Q&A Session Recording  
Summative ELPAC Q&A Session Recording [Recording Link](#)