



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

---

**TITLE:** 2021-22 Initial English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, Coordinators, and Support Staff

**NUMBER:** REF-112705

**ISSUER:** Saul Fernandez, Interim Executive Director  
Office of Data and Accountability

**DATE:** July 19, 2021

Due: Various Dates

**ROUTING**  
 Local District  
 Administration  
 Principals  
 Assistant Principals  
 EL Program Coordinators  
 Testing Coordinators  
 ELPAC Coordinators  
 EL Designees

**PURPOSE:** The purpose of this Reference Guide is to outline the 2021-22 Initial ELPAC requirements for Principals, ELPAC Coordinators, Test Examiners, and Proctors.

- MAJOR CHANGES:**
1. The 2021–22 Initial ELPAC Calibration Training for ELPAC coordinators and Test Examiners will be completed through the Moodle state platform.
  2. ELPAC Coordinators and Test Examiners will need a Moodle account and Moodle Key to access the Los Angeles Unified School District (LAUSD) Moodle Training in the state platform.
  3. ELPAC Coordinators will identify the Test Examiners (TEs) and provide a list of TEs to the Student Testing Branch (STB) for the creation of Moodle accounts

**GUIDELINES: BACKGROUND**

State and federal law require that local educational agencies administer a state test of English language proficiency (ELP) to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as “Transitional Kindergarten”) through grade twelve.

The ELPAC is aligned with California’s 2012 English Language Development Standards. It consists of two separate ELP assessments:

1. The Initial ELPAC is used to identify a student as either an English Learner (EL) who needs support to learn English or as proficient in English.
2. The Summative ELPAC is used to measure the skills of ELs. The results help the school and district determine if the student is ready to be reclassified as proficient in English. ELs take the Summative ELPAC every spring until reclassified.



## TEST OPERATIONS MANAGEMENT SYSTEM (TOMS)

TOMS is a secure platform that allows ELPAC users to perform several tasks for the ELPAC program based on their assigned role. ELPAC TOMS and California Assessment of Student Performance and Progress (CAASPP) TOMS are integrated into a single platform. ELPAC Coordinators and Test Examiners with access to both testing programs will use a single username and password and will be able to switch between the two testing programs in a single platform.

Access to TOMS is assigned on a yearly basis. When TOMS transitions to a new school year, all previous year's ELPAC TOMS accounts are deactivated. The Student Testing Branch will create 2021-22 TOMS accounts for ELPAC Coordinators after the Principal completes requirements 1-2 and the ELPAC Coordinator completes requirements 1-4 as described in Section IV and V of this document. In turn, the Site ELPAC Coordinator will create 2020-21 Test Examiner (TE) accounts for staff members who complete their respective requirements.

The Initial ELPAC has four domains— Listening Speaking, Reading and Writing. Although the Initial ELPAC has transitioned to an online format, trained school staff are still responsible for scoring and documenting the responses for the Speaking and Writing domains. The Listening and Reading domains are scored by the system.

- Data Entry Interface (DEI)
  - Speaking Domain – Grades Kindergarten (K)-12: The Speaking domain for all grades is scored locally and in-the-moment by Test Examiners. After administering the test, scores are entered in the DEI.
  - Writing Domain – Grades K-2: The Writing domain responses for individual students are documented in the K-2 Writing Answer Book. The tests are scored by trained TEs using the rubrics provided in the Directions for Administration (DFA). After scoring is completed, scores are entered into the DEI.
- Teacher Hand Scoring System (THSS) – Grades 3-12: Students take the Writing domain through a secure browser. After all responses are submitted, the tests are scored by trained TEs using the rubrics provided in the THSS.
- Test Delivery System (TDS) –Grades K-12: The Listening and Reading domain responses are scored by the test delivery system after the test is submitted. For grades K-2, the trained TE logs into the test and enters the responses for each student using the secure browser. For grades 3-12, each student logs into the test using a secure browser and enters his/her own responses.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

---

The Principal, ELPAC Coordinator, Test Examiners, and Proctors must complete their respective requirements as indicated in this document before getting access to secure materials and administering or supporting the administration of ELPAC tests to students as required by their role.

The ELPAC coordinator The Principal and Site ELPAC Coordinator must complete the requirements indicated below before 2021-22 K-2 Writing answer books are released to the school and before a Site ELPAC Coordinator user role is created in TOMS for the ELPAC Coordinator to manage testing at the school.

### I. PRINCIPAL REQUIREMENTS

Principals must complete the following three requirements in the [Principal's Portal](#) by August 13, 2021. Principals who do not have access to the Principal's Portal should contact the Student Testing Branch at 213-241-4104. Attachment A provides instructions for completing requirements 1 and 2.

1. Electronically sign the 2021-22 ELPAC Test Security Agreement and Affidavit in the Principal's Portal.
2. Designate an ELPAC Coordinator in the Principal's Portal.

Principals who serve as the ELPAC Coordinator at the school must enter his/her name in the Principal's Portal and complete all Site ELPAC Coordinator requirements. Principals who wish to administer ELPAC tests to students must complete the TE requirements as indicated in this document.

### II. ELPAC COORDINATOR REQUIREMENTS

The Site ELPAC Coordinator is responsible for managing the ELPAC testing program at the school and ensuring that all eligible students are tested following state and district administration and security protocols. State Initial ELPAC administration and security procedures are outlined in the [2021-2022 Initial ELPAC Online Test Administration Manual](#). District test administration and security procedures are outlined in the *2021-22 Initial ELPAC Administration Instructions*. The Administration Instructions will be posted on the STB website before the Initial ELPAC window opens.

Starting in 2021-22, ELPAC coordinators will complete the Initial and Summative ELPAC Calibration Trainings directly in the state Moodle platform. Detailed instructions about this training will be included in the 2021-22 Training Requirements for the Initial English Language Proficiency Assessments for California (ELPAC), to be released by Multilingual, Multicultural Education Department (MMED) in July 2021.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

### 2021-22 Initial ELPAC Coordinator Requirements

1. 2021-2022 ELPAC Security Forms Coordinator Training (MyPLN)
2. 2021-2022 ELPAC Security Agreement (Electronically sign in STB Portal via MyPLN)
3. 2021-2022 Initial ELPAC Administration Coordinator Training (facilitated virtually by STB in collaboration with MMED)
4. 2021-2022 Initial ELPAC Coordinator Calibration (Facilitated by the Local District EL Coordinator in Moodle)

When the Principal designates the ELPAC Coordinator in the Principal's Portal, the ELPAC Coordinator will be automatically enrolled in the 2021-22 ELPAC Security Forms Coordinator Curriculum in MyPLN which includes requirements 1 and 2 above. Requirements 1 and 2 must be completed in MyPLN no less than 5 workdays before the scheduled calibration training by the Local District.

After being designated in Principal's Portal as the ELPAC coordinator for the 2021-22 school year and completing requirements 1 and 2 above, the ELPAC coordinator will be assigned a Moodle account. The coordinator will also be given access in STB Portal to a Moodle key to access the Los Angeles Unified Initial ELPAC Coordinator Calibration module in Moodle. The Moodle key is secure and is specific to each school. After Test Examiners complete the requirements as described in the next section, the ELPAC Coordinator will share with Test Examiners the secure Moodle key.

The 2021-2022 Initial ELPAC Administration Coordinator Training and the 2021-2022 Initial ELPAC Coordinator Calibration Training will be conducted on the same day. Dates and registration will be coordinated with each Local District.

After the principal completes requirements 1 and 2 described in section I and the ELPAC Coordinator completes requirements 1-4, the Student Testing Branch will assign a Site ELPAC Coordinator TOMS account to the ELPAC Coordinator. The ELPAC Coordinator will need this level of access in TOMS to create and manage TOMS accounts for Test Examiners who completed their requirements.

### **III. ELPAC TEST EXAMINER REQUIREMENTS**

Test Examiners must be employees of the school district. Test Examiners ensure the proper administration of all testing procedures and maintain the security of all test materials before, during, and after administering each test.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

### 2021-22 Initial ELPAC Test Examiner Requirements

1. 2021-22 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
2. 2021-22 ELPAC Affidavit (Electronically sign in STB Portal via MyPLN)
3. 2021-22 Initial ELPAC Administration School-Based Training (Facilitated by the ELPAC coordinator)
4. 2021-22 Initial ELPAC Examiner Calibration - (Moodle)

Test Examiners will self enroll in the 2021-22 ELPAC Security Form Test Examiner and Proctor curriculum in MyPLN which includes requirements 1 and 2 above. Requirement 3 is facilitated by the ELPAC coordinator at the school and requirement 4 is completed in Moodle.

Test Examiners need a Moodle account and a Moodle key to access the Initial ELPAC Calibration training in the Moodle platform. The ELPAC coordinator will submit to STB a list of Test Examiners who have completed requirements 1 and 2 above. The Test Examiner list must be provided to STB no less than 10 workdays before the Test Examiners are expected to access the Initial ELPAC calibration training in Moodle. Details and instructions will be provided in early August. After Moodle accounts are created, the ELPAC coordinator will share with Test Examiners the secure Moodle key available in the STB Portal.

The ELPAC Coordinator is responsible for ensuring that Test Examiners complete requirements 1-4 above. Once completion of requirements is confirmed, the ELPAC Coordinator creates an *ELPAC Test Examiner* role in TOMS to enable the Test Examiner to administer, monitor, and manage the administration of Initial ELPAC assessments.

## **IV. INITIAL ELPAC PROCTOR REQUIREMENTS**

Proctors must be employees of the school district. Proctors assist Test Examiners during group administration of more than 10 students in grade two (Writing Domain only) and 20 students in grades three through twelve. Proctors are required to complete the requirements listed below. However, because proctors don't administer Initial ELPAC assessments, they do not need to complete a calibration training or need to have a TOMS accounts.

Proctors self-enroll in the 2021-22 ELPAC Security Form Test Examiner and Proctor Curriculum in MyPLN. The curriculum consists of requirements 1-2 below. Requirement 3 is completed outside of the curriculum and is facilitated by the ELPAC Coordinator at the school.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

1. 2021-22 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
2. 2021-22 ELPAC Affidavit (Electronically sign in STB Portal via MyPLN)
3. 2021-22 Initial ELPAC Administration School-Based Training (Facilitated by the ELPAC coordinator)

### **V. DELIVERY OF K-2 WRITING MATERIALS TO SCHOOLS**

STB will release K-2 Writing materials to schools when the principal and Site ELPAC Coordinator complete their respective requirements. The Timeline and details about the delivery of materials will be announced in a STB Testing Update. Note that all dates and requirements contained in this document are subject to change based on the availability of materials and changes in ELPAC regulations and/or test vendor guidelines.

### **VI. ELPAC SECURITY AUDITS**

The State and District conduct audits for CAASPP and ELPAC. STB will inform the Principal if the school is selected for an audit.

The auditor will interview the CAASPP and ELPAC Coordinators. For ELPAC, auditors evaluate adherence to guidelines in the 2021-22 Online Initial and Summative ELPAC Online Test Administration Manuals. They may inventory K-2 Writing Answer books and evaluate the storage facilities where secure test materials and student log on credentials are kept when not in use. Auditors may also evaluate testing rooms and observe test administration.

For auditing purposes, Site ELPAC Coordinators are required to maintain evidence of the 2021-22 Initial ELPAC Examiner Calibration and the 2021-22 Initial ELPAC Administration School-Based Training for Test Examiners and proctors. If the school is selected for an audit by the District or the State, auditors will ask for copies of the agenda and sign-in rosters. Copies of these documents must be filed at the school site for 24 months. Copies must also be submitted to the Testing Center during the school's first turn-in of the Initial ELPAC. Schools with 3-12 students only will upload the ELPAC documentation on the STB Portal.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

### **RELATED RESOURCE:**

- *2021-22 Initial ELPAC Administration Instructions* – This document will be posted on the STB website at <http://achieve.lausd.net/elpac>.
- REF-111510, [2021-22 State and National Mandated Testing Calendars](#), dated June 21, 2021.
- 2021-22 Training Requirements for the Initial English Language Proficiency Assessments for California (ELPAC)
- State ELPAC Website at <http://www.elpac.org/>
- District ELPAC Website at <https://achieve.lausd.net/elpac>

### **ASSISTANCE:**

- For questions regarding this document, test security, and delivery of test materials, please contact STB at (213) 241-4104.
- For questions regarding ELPAC Calibration Trainings, please contact MMED at (213) 241-5582.
- For questions regarding EL services, contact your LD EL Coordinator.



## PRINCIPAL'S PORTAL INSTRUCTIONS FOR STATE TESTING REQUIREMENTS

Use these instructions for signing the CAASPP and ELPAC security agreements and security affidavits and for designating the Point-of-Contact for testing and the CAASPP, ELPAC, Fitnessgram, and Technology Coordinators in the Principal's Portal. As individual requirements are completed, the **Pending** flag in Principal's Portal will be replaced with the date when the requirement was completed.

### 1. Electronically sign the 2021-22 CAASPP and ELPAC Test Security Agreement and Affidavit

- a. Go to the Principal's Portal at <https://principalportal.lausd.net/Default.aspx>
- b. In the Actions box, select State Testing Requirements  
<https://principalportal.lausd.net/STAR/Default.aspx>
- c. In the State Testing Requirements landing page, click on the security affidavit and agreement link for each program
- d. Read the Security **Affidavit** and **Agreement**
- e. Click on **I Accept all conditions on the CAASPP/ELPAC Security Affidavit and Security Agreement**
- f. Click on **Certify** at the bottom of the screen
- g. Click on **Return to Testing Menu**. The date when the affidavit and agreement are certified will display under the Completed Date column

### 2. Designate a CAASPP, ELPAC, Fitnessgram, and Technology Coordinators as well as the Point of Contact for Testing

- a. Go to the Principal's Portal at <https://principalportal.lausd.net/Default.aspx>
- b. In the Actions box, select State Testing Requirements  
<https://principalportal.lausd.net/STAR/Default.aspx>
- c. In the State Testing Requirements landing page, click on the [Click here to assign](#) link
- d. For each program click on the people finder icon
- e. Type the designee's LAUSD email address and select your staff member's name from the dropdown menu
- f. Go to the bottom of the page and click on **Submit**
- g. Return to the State Testing Programs landing page. The designee's name will be displayed in the coordinators table and in the table for the appropriate testing program
- h. As the coordinator completes his/her requirements, the **Pending** flag will be replaced with the date when the requirement is completed