

2022-23 Summative ELPAC Coordinator Checklist

The Summative ELPAC Coordinator Checklist is a tool created to assist the coordinator in planning for Summative ELPAC administration. The checklist contains a non-exhaustive list of key tasks to be completed *Before, During, and After* testing.

✓	BEFORE TESTING
	Prerequisite Summative ELPAC Coordinator Training Requirements
	<p>Complete the 2022-23 Initial ELPAC Coordinator Requirements</p> <ol style="list-style-type: none"> 1. <i>2022-23 ELPAC Security Forms Coordinator Training</i> (MyPLN) 2. Electronically sign the <i>2022-23 ELPAC Security Affidavit and Agreement</i> (STB Portal via MyPLN) 3. <i>2022-23 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training</i> 4. <i>2022-23 Initial ELPAC TE Training and Calibration</i> - (Moodle Training Site) 5. <i>Initial Alternate ELPAC -Test Examiner Certification</i> - (Moodle Training Site)
	Summative ELPAC Coordinator Training Requirements
	<p>Complete the Summative ELPAC Coordinator Requirements in MyPLN:</p> <ol style="list-style-type: none"> 1. <i>2022-23 Summative ELPAC and Summative Alternate ELPAC Administration Coordinator Training</i> facilitated by STB 2. <i>2022-23 Summative ELPAC Examiner Training and Calibration Course</i> (facilitated by LD EL Coordinators) <ul style="list-style-type: none"> • Access Summative ELPAC Moodle key in the STB Portal
	Designating Test Examiners (TEs) in the STB Portal
	<p>Designate Summative ELPAC TEs in the STB Portal after verifying that all TEs completed the Summative ELPAC Security Training Requirements. STB Portal > Security Forms > Reports > ELPAC</p> <ol style="list-style-type: none"> 1. <i>2022-23 ELPAC Security Forms TE and Proctor Training</i> (MyPLN) 2. Electronically sign the <i>2022-23 ELPAC Security Affidavit</i> (STB Portal via MyPLN) <p>TEs who completed these 2 requirements in fall do NOT need to complete them again. STB will create Moodle accounts for TEs who require them AFTER they are designated in the STB Portal by the ELPAC Coordinator.</p>
	Security Training for Proctors
	<p>Verify that all proctors completed the following Summative ELPAC Training Requirements. STB Portal > Security Forms > Reports > ELPAC</p> <ol style="list-style-type: none"> 1. <i>2022-23 ELPAC Security Forms TE and Proctor Training</i> (MyPLN) 2. Electronically sign the <i>2022-23 ELPAC Security Affidavit</i> (STB Portal via MyPLN) <p>Non-District BIs and BIDs must sign a hard copy of the ELPAC Affidavit (available in Coordinator Resources).</p>
	School-based Training for TEs and Proctors
	<p>Prepare and facilitate the <i>2022-23 Summative ELPAC and Summative Alternate ELPAC Administration School-based Training</i> for Test Examiners and Proctors at your school site.</p> <ul style="list-style-type: none"> • Use STB's <i>2022-23 Summative ELPAC Administration Coordinator Training</i> presentation and customize it for your school. <ul style="list-style-type: none"> ○ Maintain all sign-in sheets and agendas (see Attachment G in 2023 Summative ELPAC Administration Instructions). ○ Include the protocol for daily checking out/in student logon credentials, earbuds, Student Score Sheets, printed DFAs, and K-2 Writing materials.
	Moodle Calibration Training for TEs
	<p>All TEs will complete the <i>2022-23 Summative ELPAC Examiner Training and Calibration Course</i> in the Moodle training site. https://moodle.caaspp-elpac.org/login/index.php</p> <ul style="list-style-type: none"> • TEs will complete calibration for each grade level they will administer the Summative ELPAC. • Coordinators will securely share the Summative ELPAC Moodle key with TEs who have completed the security requirements and the school-based training. • Coordinators will collect and maintain all TEs' Moodle Calibration Certificates.
	Preparing for ELPAC Administration
	<p>Bookmark the following websites on your computer:</p> <ul style="list-style-type: none"> • ELPAC homepage https://elpac.org • STB Website https://achieve.lausd.net/testing
	Receive, inventory and securely store K-2 Writing Answer Books.

	Create and manage all school-level TOMS accounts for TEs after verifying all trainings have been completed.
	Review <i>2022-23 Summative ELPAC Administration Instructions</i> (STB website > Coordinator Resources)
	Access the <i>Summative ELPAC and Summative Alternate ELPAC Student Eligibility Report</i> in TOMS to verify Summative ELPAC eligibility.
	Assign the Summative Alternate ELPAC in TOMS to eligible students.
	Evaluate student demographic data in TOMS to ensure that all ELs are listed in TOMS at the correct grade level.
	Develop a testing schedule taking into consideration: the number of available testing devices, number of students being tested, number of students requiring a separate test setting, and the time required to complete assessment.
	Distribute the <i>Summative ELPAC Parent Notification</i> (available through MMED) to students who enrolled after January 9. https://achieve.lausd.net/Page/180#spn-content
	Ensure Secure Browsers are installed and updated on student testing devices (contact ITD ahead of time).
	Ensure Test Examiners have an updated device (e.g., laptop, Chromebook, desktop) to utilize during testing.
	Print and prepare <i>Summative ELPAC Daily Inventory Control Forms</i> for Test Examiners.
	Print, prepare, and securely store student logon credentials via MiSIS. MISIS > Reports > Testing > Smarter Balanced > SBA Label and Student Roster
	Print Student Score Sheets for Speaking (located in DFA) for Test Examiners.
	Share DFA form assignment with TEs and TAs Optional: Print DFAs for TEs (TOMS > Resources). Printed DFAs are secure and must be checked out/in daily.
	Ensure Test Examiners and students are accessing ELPAC.org to engage in ELPAC Practice and Training Tests.
	Prepare K-2 Writing Answer Books.
	Review Security of the Test Environment , prepare rooms for testing and distribute materials <ul style="list-style-type: none"> • “Do Not Disturb” and “Unauthorized Electronic Devices” signs • Student log-on credentials • No. 2 pencils with erasers for test examiners (all) and students (K-2nd Writing) • Earbuds and scratch paper for grades 3-12 • Student Score Sheets • Instructional resources must be covered or removed from the walls/bulletin boards
	Designated Supports and Accommodations
	Communicate with the Special Education team to review designated supports and accommodations for students with IEPs and Section 504 Plans.
	Collect and maintain documentation for students who require Designated Supports. Use ATT A from REF-133914.0 <i>2022-23 LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP</i> .
	Enter identified designated supports/accommodations in TOMS for all students who require them at least 3-4 days prior to testing..
✓	During Testing
	Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed. Use the Completion Status system to monitor test completion rates.
	Monitor that Speaking Scores are documented on the Student Score Sheet and entered in the DEI.
	Provide direction and assistance to Test Examiners and proctors during testing.
	Monitor that Test Examiners are adhering to all test security policies and practices.
	Ensure proper handling of all printed test materials and scratch paper. Collect all test materials and student logon credentials each day of testing for TEs to keep in a secure location until after the test session. Destroy scratch paper daily, immediately after testing.
	Create a STAIRS in TOMS for any testing incident or security breach. Immediately report any security breach to the Student Testing Branch after learning of the incident. Call 213-241-4104 to obtain proper guidance.
✓	After Testing
	Maintain Student Score Sheets in a secure location until Summative ELPAC scores are received. Shred once Summative ELPAC scores are available
	Refer to the <i>2022-23 Summative ELPAC Administration Instructions</i> for guidance on packaging and returning scoreable K-2 Writing Answer Books to the assigned Testing Center according to collection schedule (complete and submit Attachment A from the <i>2022-23 Summative ELPAC Administration Instructions</i> with scoreable Writing Answer Books).
	Refer to <i>2022-23 Summative ELPAC Administration Instructions</i> and upload all required documentation to the STB Portal by June 1, 2022. STB Portal > Post-Test Documentation