



District, State and National Assessments

English Language Proficiency Assessments for California (ELPAC)

2023 Summative ELPAC Administration Instructions

Los Angeles Unified School District
Office of Data and Accountability
Student Testing Branch

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Spring 2023 Summative ELPAC

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Critical Dates

2023 Summative ELPAC

Testing Window and Collection of Materials Dates

Elementary, Middle, High, Special Education, and Non-Public Schools

Grade Span	Domains	Eligible Students	Testing Window	Collection Date	Delivery of Testing Materials	
					K-2 Writing Books	Earbuds
K-2	Writing	Enrolled as of February 1	2/1/23 - 4/14/23	3/13/23 - 3/14/23 4/20/23 - 4/21/23 6/1/23 - 6/2/23 ^{1,3}	Week of 1/9/23 ²	N/A
		Newly Enrolled After April 14 th	4/15/23 - 5/31/23			
3-12	Reading, Listening, Speaking, and Writing	Enrolled as of February 1	2/1/23 - 4/28/23	6/1/23 - 6/2/23 ³	N/A	1/9/23
		Newly Enrolled After April 28 th	4/28/23 - 5/31/23			

¹ Final collection of Summative ELPAC K-2 Writing scorable materials for students tested between 4/15/23 and 6/2/23

² Materials are delivered only to schools where the principal and coordinator have completed their respective requirements.

³ Final collection of ALL K-2 Initial ELPAC **and** K-2 Summative ELPAC non-scorable materials.

Testing Center Appointment Instructions

Testing Centers are required to follow state, county and District health and social distancing guidelines. To that end, materials will be collected by appointment only. To schedule your appointment, please follow these steps:

1. Log in to the STB Portal at https://odaapps.lausd.net/Student_Testing/
2. Under the "COORDINATOR APPS", click on "Testing Center Appointments"
3. Verify that your "Active Location" is accurate. If "Active Location" is not accurate, choose your correct Active Location in the "Multiple Location" drop down menu
4. Choose the Month
5. Choose the Day
6. Choose [Testing Center]. For a list of the designated Testing Centers please see MEM-096303.1, *Testing Center Assignments for 2021-22*. (Schools may choose any Testing Center)
7. Select [Time] from the drop down
8. Click "Set Appointment"

Spring 2023 Summative English Language Proficiency Assessments for California (ELPAC) Administration Instructions

What's New?

1. Summative ELPAC testing schedule must be submitted to STB via the STB Portal by January 27, 2023.
2. Grades K-2 students – Writing Domain:
 - A. Deadline to administer the K-2 Writing domain is **April 14, 2023**.
 - B. Eligible students enrolled after April 14, 2023 must be assessed by May 31, 2023.
3. Eligible students must be administered the Summative ELPAC Reading, Listening, and Speaking domains by or the Summative Alternate ELPAC by April 28, 2023.
 - A. Eligible students enrolled after this date must be assessed by May 31, 2023.
4. Students whose Individualized Education Plan (IEP) indicate that they will take an alternate assessment are required to take the Summative Alternate ELPAC.
5. If a student is unable to respond to all questions of the K-2 Writing domain, Box 9 on the back of the Writing Answer Book must be hand coded.
6. The Preparing for Administration (PFA) manuals are available in Test Operations Management System (TOMS) and through the following links <https://www.elpac.org/test-administration/instructions/> for both the Summative ELPAC and Summative Alternate ELPAC.
 - A. PFAs are not secure.
 - B. [Summative ELPAC Preparing for Administration—K–2 \(PDF\)](#)
 - C. [Summative ELPAC Preparing for Administration—Grades 3–12 \(PDF\)](#)
 - D. [Summative Alternate ELPAC Preparing for Administration \(PFA\) \(PDF\)](#)
 - E. PFAs should be reviewed by Test Examiners (TEs) and Coordinators to prepare for test administration.
7. Directions for Administration (DFAs) for each grade level/grade span are available in TOMS for the Summative ELPAC and Summative Alternate ELPAC.
 - A. **DFAs are Secure.**
 - B. ELPAC Coordinators and TEs will have access to only the form of the DFA that corresponds to the form that their school was assigned for testing. If that is not the case, the ELPAC Coordinator must ensure TEs use only the form assigned to your school.
 1. There are six different test forms for the Summative ELPAC. Use the following link to identify your school's form assignment for Summative ELPAC- <https://www.elpac.org/test-administration/summative/summative-elpac-forms-assignment/>
 2. There are two different test forms for the Summative Alternate ELPAC. Use the following link to identify your school's form assignment for Summative Alternate ELPAC- <https://www.elpac.org/test-administration/alternate/alt-elpac-forms-assignment/>
 - C. Students who move to your school during the ELPAC testing window:
 1. A student who started and did not finish a domain at the previous school will complete the domain using the form assigned to the previous school. Please contact the Student Testing Branch (STB) Help Desk at (213) 241-4104 if the previous and the new schools have been assigned different forms.
 2. A student who did not start a domain or who has completed a domain will complete all other domains using the form assigned to the new school.
8. K-2 Writing Answer Books
 - A. On the back cover of the K–2 Writing Answer Books, the boxes for testing irregularities, accommodations, and domain exemptions have been removed, as these are recorded already in TOMS.
 - B. Box 9 has been repurposed to provide TEs with a checkbox to indicate whether the student was administered the Writing test and did not provide responses.

School-Base Testing Calendar

All schools are required to follow the District-wide testing window. ELPAC Coordinators are required to submit the school-site testing calendar via the STB Portal by January 27, 2023. The school-based testing calendar will allow the District to assign resources where needed. Testing calendars will be shared with other District offices: ITD, MMED, and SpeEd.

- K-2 Writing Domain
 - Students enrolled **as of** February 1, 2023 need to be tested by April 14, 2023.
 - Students enrolled **after** April 14, 2023 must be tested by May 31, 2023.
- All Other Domains (Listening, Speaking, Reading, and Writing (grades 3-12))
 - All eligible students enrolled **as of** February 1, 2023 need to be tested by April 28, 2023.
 - All eligible students who enroll **after** April 28, 2023 must be tested by May 31, 2023.
 - All domains must be administered, and scores entered in the DEI by May 31, 2023.

Students to Be Tested

State and federal laws require that all students with a language other than English be assessed for English Language Proficiency (ELP), which for California is the ELPAC. There are no provisions for parent exemptions.

The ELPAC consists of two separate ELP assessments:

1. Initial ELPAC – It is used for the initial identification of students as English Learners (ELs). The Initial ELPAC is administered to students only once in their lifetime. If identified as an EL, the student becomes eligible to take the Summative ELPAC. Eligible students must be administered the Initial ELPAC within 30 calendar days of the first enrollment in a California school. Students enrolled after the start of the school year must be tested with the Initial ELPAC within two weeks of enrollment.
 - a. Eligible students are administered the Initial Alternate ELPAC Assessment.
2. Summative ELPAC – It is used to measure a student’s progress in learning English and to identify the student’s level of ELP. Schools are required to administer the Summative ELPAC annually to all eligible students in grades ETK-12, ages three through twenty-one, until they are Reclassified as Fluent English proficient (RFEP).
 - a. Eligible students are administered the Summative Alternate ELPAC Assessment.

The Summative ELPAC is administered to students based on the grade or grade span in which they are enrolled (K, 1, 2, 3-5, 6-8, 9-10, and 11-12).

The Summative Alternate ELPAC is administered to students who have the assessment indicated on their IEP. Based on the grade or grade span in which they are enrolled (K, 1, 2, 3-5, 6-8, and 9-12). Retained students take the Summative Alternate ELPAC for their enrolled grade.

The ELPAC Coordinator is responsible for ensuring that all eligible students are tested during the established Summative ELPAC or Summative Alternate ELPAC testing windows. The Summative ELPAC and Summative Alternate ELPAC Student Eligibility Report identifies all students who are eligible for the annual assessment. To generate the Summative ELPAC and Summative Alternate ELPAC Student Eligibility Report:

- Log into TOMS and select the [Reports] tab.
- Under the [Site Reports] section, select [Summative ELPAC and Summative Alternate ELPAC Student Eligibility Report].
- Newly enrolled eligible students and newly identified ELs are added to this report once the student’s profile is updated in TOMS —This process may take up to 1-3 weeks. The last column in the report also

identifies students who have been manually identified by the Student Testing Branch on January 20, 2023, or by ELPAC Coordinator to take the Summative Alternate ELPAC.

Newly Enrolled Students

The ELPAC Coordinator must access the Completion Status tab through elpac.org to confirm if newly enrolled students have started or completed Summative ELPAC or Summative Alternate ELPAC testing at their previous school. Students who started a domain and did not finish the domain before they transferred to your school must finish the domain using the DFAs for the Form assigned to the previous school. Forms assignments for all California public schools are available at <https://www.elpac.org/test-administration/summative/summative-elpac-forms-assignment/>. Contact the STB Help Desk if the previous and the new school have been assigned different forms. STB will download the DFAs for the form assigned to the previous school and securely share with the ELPAC coordinator. A student who did not start a domain or who has completed a domain will complete all **other** domains using the form assigned to the new school.

Contact the State Reporting Services Branch (SRSB) at (213) 241-2450 to report/correct any issues related to a student's English Language Acquisition Status (ELAS) status and enrollment. Note that any demographic updates made by SRSB in CALPADS will impact how long it will take before the student's profile is updated in TOMS.

Domain Exemptions

When a student's IEP or Section 504 plan specifies that the student has a disability for which there are no appropriate accommodations for assessment in one or more of the Speaking, Listening, Reading, and Writing domains, the student shall be assessed in the remaining domains in which it is possible to assess the student. The ELPAC Coordinator is responsible for manually identifying domain exemptions in TOMS. Go to the TOMS section on this document for instructions on how to flag domain exemptions in TOMS.

K-2 Students who are Administered the Writing Domain but are Unable to Respond

Schools are required to attempt to administer the test to every eligible student. Grades K-2 students who are who unable respond to the ELPAC Writing questions must have a Writing Answer Book returned as scorable materials. Box 9 on the back cover of the Writing Answer document must be hand coded if the student was administered the test, but unable to respond.

Summative Alternate ELPAC

The Summative Alternate ELPAC is intended only for ELs who have a significant cognitive disability and whose IEP indicates the Summative Alternate ELPAC. Per California State Department of Education (CDE) guidelines, the school's IEP Team needs to consider the following three criteria to determine whether a student is eligible to participate in the Summative Alternate ELPAC:

1. The student has a significant cognitive disability.
2. The student is learning content derived from the California Common Core State Standards (CA CCSS) or the CA New Generation Science Standards (NGSS) or is acquiring proficiency as identified in the 2012 ELD Standard.
3. The student needs extensive, direct individualized instruction and substantial support to achieve measurable gains in the grade-level and age-appropriate curriculum.

For more information, refer to [CDE'S Alternate Assessment IEP Team Guidance](#) webpage.

Beginning with the 2021-2022 school year, the California Department of Education implemented a change to state standardized testing practices. When a student is identified by their IEP team as needing to take an alternate assessment, they will take the alternate assessment for ELPAC. If the student is eligible to take the California Assessment of Student Performance and Progress (CAASPP), the student will take the California Alternate Assessments (CAA)

Assigning Alternate ELPAC in TOMS

The Student Testing Branch assigned the Alternate ELPAC to eligible students on January 20, 2023. Coordinators must verify the test assignment in TOMS. After this date, coordinators will manually assign the Alternate ELPAC to eligible students in TOMS after verifying the IEP.

The Summative Alternate ELPAC is administered one-on-one and in-person using the Secure Browser. Alternate ELPAC testing guidelines require that the test be administered by the classroom teacher or a certificated staff member who is familiar with the student and their preferred communication mode, similar to the requirements for administering the CAA.

The overarching goal of Summative Alternate ELPAC test administration is to give the student every chance to demonstrate their English language proficiency. Therefore, stopping and returning is acceptable. Students may need to be tested over several days or sessions. Although stopping and submitting the test before completion is allowable, it should be used as a **last resort**.

Accessibility Resources for Summative Alternate ELPAC

Students with specific learning needs may require accessibility resources to fully engage and demonstrate mastery of content during instruction and on assessments. To better serve them, the ELPAC, including the Alternate ELPAC, provides a wide range of resources to ensure that the administration of the test meets the needs of all students, including those with disabilities. The [California Assessment Accessibility Resources Matrix](#) displays the embedded and non-embedded universal tools, designated supports, and accommodations allowed as part of the California Assessment of Student Performance and Progress (CAASPP) and ELPAC systems. Part 4 of the Matrix provides guidance regarding designated supports and accommodations for the Summative Alternate ELPAC.

[The Alternate ELPAC Accessibility and Accommodations Guidelines](#), published by the State, provides additional guidance for maximizing accessibility in the Alternate ELPAC, acts as a companion to the ELPAC Accessibility Resources, and is designed to provide educators with support for the selection of available accessibility resources and information on the resources available for test administration.

School administrators, ELPAC Coordinators, teachers and support staff are encouraged to review these resources early in the school year and provide opportunities for students to experience them throughout the year in classroom instruction and assessment. Some resources are embedded into the technology platform for computer-administered tests. Others are considered non-embedded, since they are provided by the local educational agency.

Due to the nature of the assessment, test questions for the Summative Alternate ELPAC may be individualized based on the student's IEP and following [The Alternate ELPAC Accessibility and Accommodations Guidelines](#).

Optional Individualization notated as "IND" notes within the DFA allows an opportunity to provide real objects, manipulatives, and picture cards as appropriate. Picture cards are secure materials and are located in TOMS Resources. ELPAC Coordinators should prepare the picture cards ahead of time so TEs can use them if needed.

Second Scoring Requirements

A subset of schools that have students taking the Summative Alternate ELPAC will be selected to participate in second scoring. The second TE, also known as Second Scorer, will be present at the time of testing to simultaneously and independently score each student's responses to certain items.

Second Scorers must meet the same training requirements as TEs. The Second Scorer should be certificated staff. Ideally, the Second Scorer is also a teacher familiar with the student's individual testing accommodations as stated in the student's IEP. Coordinators can access the following link to verify if their school has been assigned a second scoring. <https://www.elpac.org/test-administration/alternate/alt-elpac-second-scoring-assignment>

<https://www.elpac.org/test-administration/alternate/alt-elpac-second-scoring-assignment>The second TE must have access to the DFA and be present during the entirety of the administration along with the student and primary TE. All second scores <https://www.elpac.org/test-administration/alternate/alt-elpac-second-scoring-assignment><https://www.elpac.org/test-administration/alternate/alt-elpac-second-scoring-assignment>The second TE must have access to the DFA and be present during the entirety of the administration along with the student and primary TE. All Second Scores must be documented on the answer recording sheet located in the appendices of the DFA. Scores are then entered into the Data Entry Interface (DEI) by the second scorer immediately after the student completes testing. <https://www.elpac.org/test-administration/alternate/alt-elpac-second-scoring-assignment>

Training and Security Requirements

Principal Requirements

Principals complete the two requirements listed below in the Principal's Portal at <https://principalportal.lausd.net/>. If these requirements were completed for the Initial ELPAC they don't have to be completed again:

1. Electronically certify the 2022-23 ELPAC Security Affidavit and Agreement.
2. Designate a ELPAC Coordinator.
 - i. A principal who serves as the ELPAC Coordinator at his/her school must enter his/her name in the Principal's Portal as a coordinator/designee and complete all the Summative ELPAC Coordinator requirements for ELPAC Coordinators.

ELPAC Coordinator Requirements

The administration and calibration trainings will be facilitated by the Student Testing Branch and Local District English Learner program staff. Because the Summative ELPAC and Summative Alternate ELPAC will be administered during the same testing window, the requirements for both Initial ELPAC assessments will be completed before the Summative testing window opens.

All ELPAC Coordinators must be certified on the Initial ELPAC as a prerequisite to being trained on the Summative ELPAC. The 2022-23 Initial ELPAC Coordinator Requirements curriculum is a prerequisite for ELPAC Coordinators to participate in the 2022-23 Summative requirements. ELPAC Coordinators who completed the Initial ELPAC requirements previously do not have to complete the requirements again.

For auditing purposes and to ensure proper administration of the Summative ELPAC, on January 31, 2023, STB will delete the ELPAC Coordinator's and TE's TOMS accounts if the principal and/or coordinator have not met their respective requirements.

The 2022-23 Initial ELPAC Coordinator requirements include:

1. Complete the 2022-23 ELPAC Security Forms Coordinator Requirement curriculum in MyPLN. The curriculum includes two separate requirements:
 - a. 2022-23 ELPAC Security Forms Coordinator Training
 - b. 2022-23 ELPAC Security Affidavit and Agreement (Electronically certify in STB Portal via MyPLN)
2. Participate in the 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training (Facilitated by the LD EL Coordinators)
3. Complete the 2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration (Via Moodle training platform) – The ELPAC Coordinator must complete training for the grade span for the school.
4. Complete the 2022-23 LAUSD Initial Alternate ELPAC Moodle Training. Important note: Any ELPAC coordinator designated as of November 1, 2022 takes the 2022-23 Summative Alternate ELPAC Test Examiners Certification instead. The Summative Alternate ELPAC Test Examiners Certification training replaces the Initial Alternate ELPAC Moodle Training. (Via Moodle training platform).

2022-23 Summative ELPAC Coordinators Requirements include the three requirements below. These three requirements are in addition to requirements 1-4 above:

1. 2022-23 Summative ELPAC and Summative Alternate ELPAC Administration Coordinator Training (Facilitated by STB) – ELPAC Coordinators will self-register in MyPLN for a Zoom Webinar.
2. 2022-23 Summative ELPAC Test Examiner Training and Calibration (Via Moodle training Platform)
3. 2022-23 Summative Alternate ELPAC – Examiner Certification (Via Moodle training Platform) Important note: As of November 1, 2022, the Summative Alternate ELPAC Test Examiners Certification will satisfy item 4 in the Initial ELPAC coordinator requirements.

Test Examiner (TE) Requirements

All TEs must complete their respective training requirements and adhere to security and administration guidelines set by the State and STB before administering any Summative ELPAC assessments or getting access to ELPAC TOMS. This includes the 2022-23 ELPAC Test Examiner Security Requirements. TEs who completed the 2022-23 ELPAC Security Requirements in the fall, do not have to complete those training requirements again.

2022-23 Test Examiner Requirements for Summative ELPAC

1. 2022-23 ELPAC Security Form TE and Proctor Requirements. This curriculum in MyPLN includes the following:
 - a. 2022-23 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
 - b. 2022-23 ELPAC Affidavit (Electronically sign in STB Portal via MyPLN)
2. 2022-23 Summative ELPAC Administration School-Based Training (Facilitated by the ELPAC Coordinator)
3. 2022-23 Summative ELPAC Test Examiner Training and Calibration (Via Moodle training Platform)

2022-23 Test Examiner Requirements for the Summative Alternate ELPAC

1. 2022-23 ELPAC Security Form TE and Proctor Requirements. This curriculum in MyPLN includes the following:
 - a. 2022-23 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
 - b. 2022-23 ELPAC Affidavit (Electronically sign in STB Portal (via MyPLN)
2. 2022-23 Summative ELPAC Administration School-Based Training (facilitated by the ELPAC Coordinator)
3. 2022-23 Summative Alternate ELPAC Test Examiner Certification (via Moodle training Platform)

TEs need a Moodle account and a Moodle key to access the Summative ELPAC trainings in the Moodle platform. The ELPAC coordinator will designate individuals who have completed requirements 1 and 2 listed above as TEs in the STB Portal. STB will then create Moodle accounts for the designated TEs who do not

already have one. The TE must be marked in the STB Portal no less than 10 workdays before the TEs are expected to access the Summative ELPAC training in Moodle. After Moodle accounts are created, the ELPAC Coordinator will share with TEs the secure Moodle key available in the STB Portal.

In order to access secure materials in TOMS and to create test sessions, the ELPAC coordinator must create a TOMS account after the TE has completed all the requirements. The TE must then sign the Affidavit in TOMS. If the TE does not sign the affidavit, the TE will be able to create test sessions for Interim Assessments but will not be able to complete Summative ELPAC test sessions.

STB will monitor the completion of teacher requirements daily. The ELPAC TOMS accounts for TEs who have not completed requirements will be deleted. ELPAC Coordinators should use the STB Portal ELPAC Affidavit Report to verify that TEs have completed all requirements. A Quick Guide on how to access the report is posted on the Coordinator Resources page of STB website, <https://achieve.lausd.net/testing>. When creating TE ELPAC TOMS accounts, the ELPAC Coordinator must use the teachers' LAUSD emails. Accounts created with non-LAUSD emails will also be deleted.

It is important to note that TEs who did not complete Initial ELPAC training requirements should not administer Initial ELPAC. TEs meeting only the Summative ELPAC Requirements may only administer Summative ELPAC.

Proctor Requirements

Proctors must be employees of the school district. Proctors do not need access to ELPAC TOMS. However, because they will be in the testing room and have access to secure ELPAC materials, prior to the test administration, proctors are mandated to complete the following requirements:

2022-23 ELPAC Test Examiner and Proctor Requirements:

1. 2022-23 ELPAC Security Form TE and Proctor Requirements. This curriculum in MyPLN includes the following:
 - a. 2022-23 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
 - b. 2022-23 ELPAC Affidavit (Electronically sign in STB Portal via MyPLN)
2. 2022-23 Summative ELPAC Administration School-Based Training (Facilitated by the ELPAC Coordinator)

The ELPAC Coordinator will need to provide BII/BID who are not district employees a hard copy of the ELPAC Test Security Form to sign. The test security form can be found in the STB website, Coordinator Resources page, under the Security Forms section.

Roles and Responsibilities

ELPAC Coordinator

The ELPAC Coordinators are responsible for:

- reviewing and electronically signing the ELPAC Test Security Agreement and ELPAC Test Security Affidavit and complete all trainings described in this document;
- reviewing all policy and test administration documents;
- identifying ELPAC test examiners and ensuring that they complete the Test Examiner requirements.
- adding ELPAC Test Examiners into TOMS after test examiners completed their requirements and ensuring that they have received and successfully used their logon credentials;
- verifying that student demographic information from MiSiS is appearing correctly in TOMS;
- verifying and assigning designated supports and accommodations to eligible students in TOMS;

- creating or approving testing schedules and procedures for the school (consistent with State and District policies);
- requesting the use of unlisted resources for students and updating test settings in TOMS;
- working with technology staff to ensure that devices are configured for testing and any technical issues are resolved;
- receiving, inventorying and storing paper test materials (for example, Writing Answer Books, rosters) in a secure location until needed for testing;
- ensuring proper handling of all test materials throughout the administration window;
- coordinating with Test Examiners so they administer all assessments;
- monitoring testing progress during the testing window using the Completion Status application and ensuring that all students participate, as appropriate;
- monitoring the use of Student Score Sheets and the status of scoring in the Data Entry Interface (DEI) at the site level;
- using the school's procedure for correcting student data errors reported by Test Examiners in MiSiS, verifying the corrections in TOMS, and ensuring that the student's test session is rescheduled once corrections are made;
- addressing testing problems, as needed;
- submit STAIRS reports in TOMS;
- mitigating and reporting all test security incidents in a manner consistent with State and District policies;
- assuming general oversight responsibilities for all administration activities in their school and for all test examiners, and other school staff;
- accessing and reviewing completion status reports for the test site in the Completion Status system.
- reporting any Testing Irregularity or Security Breach to the STB using the ELPAC Testing Irregularities and Security Breach Reporting Form
- generating Student Score Reports, school reports, and parent letters
- returning scorable (K-2 Writing Answer Books) and nonscorable materials to Testing Centers in accordance with the scheduled turn in dates;
- submitting post-test documentation as requested by STB

See Attachment F for the Summative ELPAC Coordinator Checklist containing key tasks to be completed before, during and after testing. See page 5 for Critical Dates.

Test Examiner

The Summative ELPAC test examiners are responsible for:

- attending training courses that the test examiner's LEA offers and reviewing all policy and test administration documents;
- participating in the required trainings in MyPLN and electronically signing the ELPAC Test Security Affidavit via the STB Portal;
- viewing the computer-based Summative ELPAC training videos;
- administering the online or paper-based (kindergarten through grade two Writing domain) ELPAC in accordance with the guidelines outlined in this manual;
- viewing student information in the Test Administrator Interface prior to testing to ensure that the correct student receives the proper test with the appropriate resources. Test examiners should report any potential data errors to ELPAC Coordinators and LEA ELPAC Coordinators as appropriate;
- if administering to a group of students, providing logon credentials to students that include the SSID and test session ID and collecting and securely destroying these tickets after testing;
- reporting all potential test security incidents to their ELPAC Coordinator and LEA ELPAC Coordinator in a manner consistent with ELPAC and LEA policies;
- scoring assigned Speaking domain responses in the DEI and;
- viewing completion status reports in the Completion Status system

Testing Incidents

Test security incidents, such as improprieties, irregularities and breaches, are circumstances that give a student an unfair advantage or compromise the secure administration of the assessments. Whether intentional or by accident, failure to comply with security and administration rules, either by staff or students, constitutes a test security incident. The ELPAC Coordinator needs to be available during testing for the Test Examiners to address any questions or concerns that arise and to assist with the reporting and resolution of testing irregularities and security breaches.

The ELPAC Coordinator is responsible for immediately notifying the principal and STB of any irregularities and security breaches that occur before, during, or after testing. The ELPAC Coordinator is also responsible for reporting the incident to the State in STAIRS through TOMS. Note that some incidents may require that an appeal be submitted to reset, reopen, or restore (if a test had been reset in error) an online test. After the details of the incident have been submitted, CalTAC sends an email to the ELPAC Coordinator confirming the incident that was submitted and indicating whether any action is needed.

Testing Improprieties

Testing improprieties are unusual circumstances that have a low impact on the individual or group of students who are testing and have a low risk of potentially affecting student performance on the test or of impacting test security or test validity. These circumstances can be corrected and contained at the school level.

Test Examiners should report improprieties to the ELPAC Coordinator immediately. The ELPAC Coordinator will report the incident within 24 hours using the STAIRS/Appeals process.

Testing Irregularities

Testing irregularities are unusual circumstances that impact an individual or group of students who are testing and may potentially affect student performance on the test or impact test security or test validity. These circumstances can be corrected and contained at the school level.

An irregularity must be reported to the STB immediately. The ELPAC Coordinator is also required to report the irregularity within 24 hours using the STAIRS/Appeals process to both report the incident and file the Appeal.

Testing Irregularities include but are not limited to:

- Cheating by students;
- Testing students NOT needing to be tested (EO, IFEP, RFEP);
- Failure to follow test administration directions as stated in the DFA;
- Rushing students through the test or parts of the test;
- Coaching students, including but not limited to:
 - o Discussing questions with students before, during, or after testing
 - o Giving or providing any clues to the answer
- Administering the wrong grade span test to a student;
- Administering one-on-one tests such as the Speaking domain in a group setting;
- Writing in the Answer Book by a Test Examiner or scorer and therefore needing to transcribe the responses to a new Answer Book;
- Using the incorrect SSID to test a student;

Security Breaches

Security breaches are events that pose a threat to the validity of the test. These circumstances have external implications for the CDE, ETS, or both. The ELPAC Coordinator must report the security breach to STB Help

Desk at 213-241-4104 immediately. The incident must also be reported in STAIRS through TOMS within 24 hours.

Security breaches include but are not limited to:

- Sharing of test items or other secure material with anyone who has not signed the ELPAC Test Security Affidavit
- ELPAC Coordinators, Test Examiners, proctors, and students using electronic devices such as cell phones during testing
- Posting pictures of test material on social media sites
- Missing test materials
- Copying or taking a photo of any part of the test material
- Permitting eligible students access to test material outside of the testing periods
- Developing scoring keys or reviewing any student responses
- Failing to maintain security of all test materials
- Discussing the test content or using test materials outside training and administration
- Allowing students to take the test out of the designated testing area
- Allowing examiners or scorers to take the test home
- Untrained examiners or non-certificated staff administering the test
- Delivery of test materials to the Testing Center by unauthorized individuals (students, family members, parent volunteers, or any district employee who has not signed a Test Security Affidavit)
- Permitting non-District employees to handle test materials
- Sending test materials via school mail

Reporting Testing Security Breaches and Testing Incidents to the State in STAIRS

Go to the ELPAC website at <https://www.elpac.org/> and select the [Test Operations Management System (TOMS)] button. After TOMS has opened, select the [STAIRS] navigation tab in the top navigation bar to open the NEW STAIRS screen. Follow the online prompts to complete the steps required to submit the STAIRS/Appeals request.

The STAIRS/Appeals process in TOMS requires the following information:

- Date of the incident
- School name
- Grade affected
- SSIDs for all students involved
- Test name and domain (for example, Summative ELPAC and Listening or Summative ELPAC and Reading)
- Test Delivery Mode (the test delivery mode for all domains is online)
- Total number of students involved in this incident

Test Operations Management System (TOMS)

TOMS is a secure platform that can be accessed at <https://www.elpac.org/>. Through this site, authorized users can perform several ELPAC tasks such as: manage ELPAC test administration, add and delete users, set up students' test settings, submit incident reports in STAIRS, access test/student files/reports, and more.

Creating TOMS Accounts for Test Examiners

ELPAC Coordinators will create ELPAC TOMS accounts for Test Examiners once the Test Examiners complete the security and training requirements indicated in this document. A video demonstration on how to create Test

Examiner ELPAC TOMS accounts can be found on the STB Website at <https://achieve.lausd.net/testing> in the Coordinator Resources Page.

- [How to Add Users One-By-One in TOMS \(Video; 3:56\)](#)
- [How to Add Users by Batch File Upload in TOMS Video \(Video; 6:52\)](#)

For audit purposes, STB monitors Test Examiners TOMS accounts and deletes accounts for Test Examiners who have not met all the requirements.

Username and Passwords

Username and passwords are created in TOMS after a district or ELPAC Coordinator has submitted users for access. ELPAC Test Examiners can use this username and password to log on to the Test Administrator Interface, which is necessary to generate a test session ID and approve students for testing. For more information about the different user roles in TOMS, refer to the CAASPP and ELPAC TOMS User Guide at [User Roles \(ets.org\)](#).

Student Test Assignment in TOMS

ELPAC Coordinators must use TOMS to confirm that all eligible students have been assigned to take the Summative ELPAC. Student eligibility is based on the student demographic data from MiSiS. Information from MiSiS is then sent to CALPADS and eventually those changes are reflected in TOMS. Summative ELPAC is assigned by default to all eligible students. ELPAC Coordinator must identify students who, per their IEPs, are expected to take the Alternate ELPAC or have domain exemptions and make the appropriate designation in TOMS. Information about setting up student test assignments in TOMS can be found in the [CAASPP and ELPAC TOMS User Guide](#).

Student Test Settings in TOMS

Embedded and non-embedded designated supports and accommodations are available for students taking the Summative ELPAC. These designated supports and accommodations must be assigned in the Test Settings tab of the Student Profile page in TOMS by the ELPAC Coordinator. For more information about available accessibility resources, refer to the [Accessibility Resources web page on the ELPAC website at elpac.org](#).

[REF-133914, 2022-23 LAUSD Accessibility and Accommodations Guidelines for English Language Proficiency Assessments for California \(ELPAC\) and California Assessment of Student Performance and Progress \(CAASPP\)](#), provides guidance for schools regarding universal tools, designated supports, and accommodations for the ELPAC. Prior to Summative ELPAC testing, specific designated supports and accommodations must be enabled in TOMS by the ELPAC Coordinator at least three (3) days prior to the student's scheduled testing session. Failure to correct test settings before testing could result in the student not being provided with the needed designated supports, accommodations, or both at the time of testing and this is considered a testing irregularity.

ELPAC Coordinators enter students' test settings in the Test Setting field in TOMS using one of the two methods:

- One-by-one method through the student profile, under Test Settings. For instructions, see [TOMS: How to Assign Student Test Settings One by One \(Video; 02:40\)](#).
- Batch file upload method. For instructions, see [TOMS: How to Assign Student Test Settings by Batch File Upload \(Video; 03:16\)](#).

Here are some resources available to schools for entering supports and accommodations in TOMS:

- STB resource – 2022-23 Summative ELPAC and Summative Alternate ELPAC Administration Coordinator Training PowerPoint provides step-by-step instructions for entering designated supports and accommodations in TOMS. See slides 97-109 of PowerPoint. The PowerPoint can be accessed at,

<https://achieve.lausd.net/testing>. Click on Coordinator Resources. In the PowerPoint section, select ELPAC and download.

- ETS resource – TOMS: Configuring Online Student Testing Settings One-by-One video, found on the ELPAC Website. <https://www.elpac.org/test-administration/grgs-and-videos/>
- ETS resource – Configuring Online Student Test Settings by Batch Upload video found on ELPAC Website. Multiple students' test settings can be added all at once using a batch upload. <https://www.elpac.org/test-administration/grgs-and-videos/>

Print on Demand (POD)

Print-on-Demand (POD) is a designated support for the Summative ELPAC. It is used for students who need a printed copy of passages or items. The POD ELPAC designated support cannot be set by the ELPAC Coordinator for a student in TOMS. POD requires approval from the CDE and once approved, the POD feature will be set in TOMS for the student by the CDE. The ELPAC Coordinator must contact the STB Help Desk at (213) 241-4104 to request POD for eligible students.

Once a student is approved for POD for Summative ELPAC, the student may send a print request to the Test Examiner during testing by selecting the **print icon** on the screen. This request needs to be made for each individual item. Because of the involvedness associated with POD, it is recommended that TEs administer the test one-one-one or in a small group no greater than five (5) students.

Follow these guidelines when using the POD designated support:

- Provide POD training for the student and TE and allow to practice using a practice or training test.
- Before the TE approves the student's request to print a test item or passage, the TE must ensure that the printer is on and is monitored by the TE who has been trained and has signed the ELPAC Test Security Affidavit.
- Immediately after printing a POD request, the file should be securely deleted from the Test Examiner's device in such a way that the file does not remain in temporary storage where it can be undeleted. Refer to the Destroying Electronic Files subsection for additional instructions.
- The Test Examiner must collect the previously printed item from the student after the next item's print request. Printed items must be securely stored and then securely destroyed after the test session.

Unlisted Resources

Unlisted Resources are supports determined by an IEP team or the 504 Plan team to be necessary for a student taking the ELAPC but are not listed in the California Assessment Accessibility Resources Matrix <https://www.cde.ca.gov/ta/tg/ca/documents/caaccessmtrx23.docx>. These are subject to approval by the CDE and may result in the student receiving a Lowest Obtainable Student Score (LOSS) for the applicable section(s) of the ELPAC. For additional information, see [Unlisted Resources for CAASPP and ELPAC pdf](#).

How to Flag Domain Exemptions in TOMS

When a student's IEP or Section 504 plan specifies that the student has a disability for which there are no appropriate accommodations for assessment in one or more domains (Speaking, Listening, Reading, and Writing), the student shall be assessed in the remaining domains in which it is possible to assess the student, per 34 CFR Section 200.6. A student may be assigned an overall score only if assessed in both oral and written language. To be considered as having been assessed in oral language, the student must have been assessed in either Speaking or Listening. To be considered as having been assessed in written language, the student must have been assessed in either Reading or Writing. The ELPAC Coordinator must indicate domain exemption(s) in TOMS. See [How to Enter Domain Exemption pdf](#) for instructions.

Welligent Report

The Section K Welligent Report should be used to identify designated supports and accommodations for students with disabilities. These changes in test administration must be verified with the terms used in the current state list. See [REF-133914, 2022-23 LAUSD Accessibility and Accommodations Guidelines for English Language Proficiency Assessments for California \(ELPAC\) and California Assessment of Student Performance and Progress \(CAASPP\)](#).

Preparing For the Test Administration

Requirements to Log into a Test Session

All eligible students must have an SSID in CALPADS with an ELAS of English Learner (EL). Allow two weeks for newly enrolled students to receive a SSID. If a student has been enrolled at a school longer than 2 weeks and an SSID is not yet available, contact SRSB for assistance at 213-241-2450.

Students will need three pieces of information to log into the test session created by the Test Examiner:

1. **Test Session ID:** The Test Session ID is created by the Test Examiner in the Test Administrator Interface. The Test Session ID should be created just before students are to log into the test. Session IDs created too far in advance may expire before students log into the test. Note that the test session is secure and should not be shared with anyone outside of the group of students taking the test.
2. **Student's First Name:** The name must be entered exactly as it appears in the TOMS (This may be a preferred name that was entered in MiSiS).
3. **Student's SSID:** The SSID number is a unique, personally-identifiable number linked to a given individual student within the California public K–12 educational system. The SSID number is available in MiSiS and it is also available in the student's profile page in TOMS.

Personally Identifiable Information (PII)

Note that the student's logon credentials include the student's Personally Identifiable Information (PII) and state applications for testing, which is secure and is protected by federal privacy laws. It is the responsibility of the individual user to protect data to which they have access. However, the ELPAC Coordinator is responsible for reviewing security procedures with TEs and for ensuring that users adhere to the guidelines and rules of behavior defined in the 2022-23 ELPAC Test Security Affidavit and 2022-23 ELPAC Test Security Agreement.

Technology Requirements

Prior to the online Summative ELPAC administration, ELPAC Coordinator must review the technology infrastructure at their school to ensure it meets the minimum requirements for administering the online ELPAC. The [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](#) provides the technical specifications for online testing. This includes information about internet and network infrastructure requirements, hardware and software requirements, and secure browser installation.

CAASPP and ELPAC Online Testing Readiness Test and Survey

Schools will be conducting a Readiness Test in February. Additional information will be sent to schools in a Testing Update. Each school should select the best date and time for the readiness test during this timeframe. The goal of the readiness test is to identify any infrastructure or device related issues that need to be addressed prior to ELPAC and CAASPP Summative Testing this spring. Schools should mimic operational test conditions by administering Interim Assessments (IABs), practice tests, or training tests. The number of students participating in the readiness test should be similar to the maximum number of students taking ELPAC/CAASPP assessments on any given day.

Feedback collected from schools will help identify areas of need. Schools will submit their readiness test results through an online survey. Preview/print the *CAASPP and ELPAC Online Testing Readiness Test Survey Questions* prior to submitting the survey.

Technology-related issues that occur at the school before, during, or after the readiness test should be reported to the ITD Help Desk at (213) 241-5200. If Testing Coordinators need immediate IT support, they may connect to a live IT agent through [Remote Chat](#). Any issues pertaining to accessing practice tests platforms should be reported to the Student Testing Branch at (213) 241-4104.

Network and System Diagnostics

This web page allows users to select the test and expected number of test takers to which reports network download and upload capacity to verify adequate bandwidth for testing.

https://demo.tds.cambiumast.com/systemdiagnostic/pages/default.aspx?c=California_PT&url=https://capt.tds.cambiumast.com/student

Technology Coordinators should use the bandwidth checker more than once, and at different times of the day, because estimates change as the network conditions change.

The CDE also hosts a [Technology Resources](#) web page, which includes links to tools, requirements, and topics that schools will find useful in planning for the 2022-23 online ELPAC testing.

Secure Browsers

All students must use a secure browser to access the online Summative ELPAC. The ELPAC Coordinator and Technology Coordinator must ensure that all testing devices have the correct and most current secure browser installed prior to testing. Secure browsers are available for download on the Secure Browsers website - <https://ca.portal.cambiumast.com/>.

Information about installing and configuring secure browsers is available in the 2022–23 CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing. The secure browser is designed to support test security by prohibiting access to external applications or navigation away from the assessment.

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 Examiners may also use their device to access the DFAs that are posted in TOMS and to access the Data Entry Interface (DEI) for entering the locally scored Speaking test scores.

The general technical requirements and supported devices are also similar to those for the online CAASPP assessments. These are described in the [CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing](#).

Audio Requirements

The computer-based ELPAC contains directions and stimuli that are provided via audio within the Student Testing Interface, so it is recommended that for one-on-one administrations the audio component be played on the device's built-in or external speakers and that for group administration, earbuds are used.

Voice Capture Requirements

The Speaking domain utilizes voice capture technology. Schools should administer the Speaking domain using student testing devices with built-in recording or microphone capabilities, or headphones or headsets with microphones, in an area where outside sounds are minimized.

Prior to the start of the testing session, Test Examiners test the audio (adjust volume) and voice capture functionality of the student devices. When the test session has started, adjusting the audio volume will require the student to log out of the test delivery system.

Materials Needed for Testing

Receive and Inventory Test Materials

Elementary schools and Primary Centers will receive enough Summative ELPAC K-2 Writing Answer Books for the number of students they need to test. Before materials are received, the ELPAC Coordinator should identify a secure location where materials will be kept when not in use. ELPAC Coordinators should discuss test security with the Plant Manager and the School Administrative Assistant (SAA). If materials are delivered to the school and the ELPAC Coordinator is not readily available, the Principal, Plant Manager, and SAA should follow proper procedures to maintain the materials' security. Review each statement on the 2022-23 ELPAC Security Affidavit and ensure that they understand, agree to and electronically sign the 2022-23 ELPAC Security Affidavit.

ELPAC Coordinators are responsible for inventorying all materials received against the shipping notice (packing slip) immediately after receipt from STB. Report to STB if materials are damaged or if materials are not received for the school or a specific grade level. Order additional test materials by using the Online Order link from STB Portal at https://odaapps.lausd.net/Student_Testing/ as needed. After logging on using your LAUSD SSO, click on Online Order.

After inventorying, keep all test materials in a secure, locked location. If materials are kept in an office, they must be kept in a locked cabinet within that office. Retain the original shipping boxes, as they will be used to store test materials until the end of the Summative ELPAC window. The 2022-23 ELPAC Summative K-2 Writing test materials will be used from February 1, 2023 through May 31, 2023.

ELPAC Materials Provided to the School:

- Earbuds for grades 3-12 (used for both ELPAC & CAASPP)
- K-2 Writing Answer Books
- Pre-ID labels for K-2 Writing Answer Books:
 - a. First shipment – for ELs enrolled on or between January 13, 2023
 - b. Final shipment – for ELs who enroll between January 16, 2023 – March 10, 2023

Additional Materials Provided by the School:

- DFAs for Listening, Speaking, Reading, and Writing (available in TOMS)
- Preparing for Administration (PFA)
- Student Score Sheet (to record K-12 Speaking responses)
- Student logon credentials
- Grades K-2 Writing Domain Only
 - o No. 2 pencils – pencils with other numbers may not be read by the scanner, which may impact the student scores
 - o 5" X 8" card or folded 8 ½" X 11" paper for Test Examiners to use during the Writing administration
- "No Electronics" sign. See Attachment H
- "Do Not Disturb" sign. See Attachment I
- Scratch paper:
 - o **Provide to students in grades 3-12 for the "Present and Discuss" task type in the Listening Domain and the "Summarize an Academic Presentation" task in the Speaking Domain**
 - o Can be provided to all students to make notes or record responses
 - o Only plain or lined paper is appropriate

- Guidelines for securely handling scratch paper:
 - Student writes name on paper
 - Test Examiner collects scratch paper and returns to the ELPAC Coordinator immediately after testing
 - ELPAC Coordinator securely destroys scratch paper

Directions For Administration (DFA)

Secure grade level specific DFAs are available for download from TOMS. To access DFAs, navigate to TOMS and then download and/or print the corresponding DFAs from the Resources tab. DFAs may also be printed by the ELPAC Coordinator and distributed to TEs who have completed all their requirements. However, DFAs must be checked out and checked in daily using the [22-23 SUMMATIVE ELPAC DAILY INVENTORY CONTROL FORM.docx \(live.com\)](#)

For visually impaired students in grades 3-12, the ELPAC Coordinator will need to download the Braille/VI version of the DFAs for the grade levels needed that match the school's form number assignment.

Visually impaired students in grades ETK-2 should take the paper-based Braille or large-print Summative ELPAC test materials. These special versions will need to be ordered in the STB Portal and will not be included in your initial shipment. The DFA includes the script for the Test Examiner to use at the beginning of testing and provides administration guidance for the day of testing. All directions that a Test Examiner needs to read to students are indicated by the word "SAY" and are in boxes so that they stand out from the regular text.

Students who Transfer into a School During the Testing Window

Students who started a domain and did not finish the domain at the previous school before they transferred to your school must finish the domain using the DFAs for the Form assigned to the previous school. Forms assignments for all California public schools are available at <https://www.elpac.org/test-administration/summative/summative-elpac-forms-assignment/>. Contact the STB Help Desk if the previous and the new schools have been assigned different forms. STB will download the DFAs for the form assigned to the previous school and securely share it with the new ELPAC coordinator. A student who did not start a domain or who has completed a domain will complete all other domains using the form assigned to the new school.

Preparing For Administration (PFA)

The Preparing for Administration (PFA) is a new nonsecure document and should be used PRIOR to test administration. This document prepares TEs for test administration and allows them to become familiar with testing guidelines. It contains the planning and preparation content previously found in the DFA. It is posted in the Manuals and Instructions web page on the ELPAC Website, in TOMS Resources.

PFA for kindergarten through grade 2. <https://www.elpac.org/s/pdf/ELPACSA.PFA.GradeK-2.2022-23.pdf>

PFA for grades three through twelve. <https://www.elpac.org/s/pdf/ELPACSA.PFA.Grade3-12.2022-23.pdf>

Daily Inventory Control Form

ELPAC guidelines require ELPAC Coordinators to maintain a daily inventory of the test materials that are checked out and checked in each day to Test Examiners. It is each Test Examiner's responsibility to check out all test materials (including student logon credentials) from the ELPAC Coordinator and return all materials back to the ELPAC Coordinator as soon as testing is completed each day. If the ELPAC Coordinator will be checking out materials to test students, the ELPAC Coordinator must document it on the 2023 Summative ELPAC and Summative Alternative ELPAC Daily Inventory Control Form when materials were checked out and when they

are checked back in. A sample is provided on Attachment B and it is also in Coordinator Resources on the STB website, [22-23 SUMMATIVE ELPAC DAILY INVENTORY CONTROL FORM.docx \(live.com\)](#).

Monitoring Test Completion

Completion Status Portal

When the testing window opens and once students start testing, the ELPAC Coordinator is responsible for monitoring the test status and test completion for all eligible students. The Completion Status platform found on <https://www.elpac.org/> includes a Plan and Manage Testing report that details all a student's test opportunities and the status of those test opportunities.

To generate a Plan and Manage Testing report, log into the [Completion Status](#) site and if applicable, select the ELPAC user role:

1. In the Completion Status Reports drop-down list, select Plan and Manage Testing.
2. In the Search Students section, your school should be automatically populated.
3. In the Choose What section, select Summative ELPAC as the test instrument.
4. In the Get Specific section, select the second radio button and set the two filters to Any. This report will list all the students who have logged into a domain.
5. Click on Export Report at the bottom of the screen to generate an Excel file.
 - a. Status column- Indicates if a test has been paused, completed, reported, or expired. A STAIRS report must be filed for students whose tests have expired. Request Expired test to be Reopen.
 - b. Force Complete Date column- Displays a date for any test that has expired and has been force completed. A STAIRS report must be filed for these students. Request Force Complete test to be Reopen.
 - c. Expiration Date column- Provides the dates when current active tests will expire. The ELPAC Coordinator should prioritize testing for these students.

Maintaining Records of Students Requiring Make-up Testing:

Based on state regulations, schools are expected to test all eligible students. To that end, the ELPAC Coordinator must monitor Summative ELPAC testing at the school and establish a process for teachers to report students who are absent and students who are unable to complete a domain. Students who are absent must be given an opportunity to take a test when they return. Students who are unable to complete a domain must complete the domain before the test expires. Use Attachment E to track students who need to make up a test.

Completing Student Information on Answer Books

The front cover of the K-2 Writing Answer Book contains important student demographic information and school-related information that must be filled in accurately by the **ELPAC Coordinator**. Failure to do so may lead to delayed scoring, test not being scored, or the scores being assigned to the wrong student.

Schools will receive ELPAC pre-ID labels to place on the front cover of K-2 Writing Answer Books. Pre-ID labels will be delivered to schools in two separate shipments.

- First Shipment: Mid-February 2023 (for ELs enrolled on or before 1/13/2023)
- Final Shipment: Week of April 10, 2023 (ELs who enroll between 1/14/2023 and 3/10/2023)

The ELPAC Coordinator will hand code the Answer Book for ELs who enroll after 3/10/2023.

The ELPAC Coding Roster Report in MiSiS contains all the information for completing the demographic fields. Follow these steps to print the roster:

- Log into MiSiS and select [Reports]

- Under [Testing], select [ELPAC Coding Roster]
- Set filters as desired

Only No. 2 pencils are to be used for hand coding the student demographic information. Not all sections will need to have the corresponding bubbles darkened.

Students with a Summative ELPAC Pre-ID Label:

Front Cover

Box 1: Student Name - **Print** the student's last name, first name, and middle initial.

Box 2: **Print** the Test Examiner's name in the space labeled "TEACHER." Print the school's name in the space labeled "SCHOOL." Print "LAUSD" in the space labeled "LOCAL EDUCATIONAL AGENCY." "LOCAL USE" leave blank.

Box 3: Date of Birth - **Print** the student's date of birth.

Box 7: Statewide Student Identifier (SSID) – **Print** the student's assigned Statewide Student Identifier number.

Box 8: Date Testing Completed – **Print and Bubble** the "Month" and "Day" and "Year" the test was completed.

Back Cover

Box 9: No Response – **Bubble** to distinguish that the student was administered the Writing domain but did not provide responses during testing, which would account for a blank or semi-blank Answer Book.

Students without a Summative ELPAC pre-ID Label:

Front Cover

Box 1: Student Name – **Print and Bubble** the student's last name, first name, and middle initial.

Box 2: **Print** the Test Examiner's name in the space labeled "TEACHER." Print the school's name in the space labeled "SCHOOL." Print "LAUSD" in the space labeled "LOCAL EDUCATIONAL AGENCY." "LOCAL USE" leave blank.

Box 3: Date of Birth – **Print and Bubble** the student's date of birth.

Box 6: Student ID Number (Optional – Local Use) – **Leave Blank**

Box 7: Statewide Student Identifier (SSID) – **Print and Bubble** the student's assigned Statewide Student Identifier number.

Box 8: Date Testing Completed – **Print and Bubble** the "Month" and "Day" to indicate the last day the student's testing was completed.

Back Cover

Box 9: No Response – **Bubble** to distinguish that the student was administered the Writing domain but did not provide responses during testing, which would account for a blank or semi-blank Answer Book.

Box 10: Optional - Local Use, **Leave Blank**

Checking Writing Answer Books After Testing

Review Secure Scorable Writing Answer Books - **Discrepancies will cause a delay in scoring, scores being assigned to the wrong student, or a test not scored.**

Step 1: Check student response sections to ensure that:

- Responses are filled in completely using a No. 2 pencil
- All stray marks are completely erased

- Problem situations listed in the chart below are resolved

Step 2: Check demographic pages to ensure that:

- Demographic information is complete and accurate
- Handwritten entries are legible
- SSID and hand-coded name match
- Correct grade level is identified

IF YOU FIND THIS...	DO THIS ...
Scratch paper Sticky notes Staples Pins paper clips	Remove the extraneous material.
Paper damaged by erasures Tape or sticky labels of any kind Ripped or torn sheets Grease marks Coffee spills Bodily fluids Highlighting, colored pencil, crayon, or pen marks	Test Examiner under the supervision of the ELPAC Coordinator should transfer student responses to an unused Answer Book. Transfer responses exactly as written by the student, including errors. ELPAC Coordinator is to review the transcription for accuracy. Write "Voided" on the front of the damaged Answer Book. Submit voided Answer Book with the nonscorable. NOTE: Students are not allowed to transcribe.
Light marks Incomplete erasures Stray marks Smudges	Erase light marks or make them heavier as needed.
Student writing on separate sheets of paper	Remove the paper. Test Examiner under the supervision of the ELPAC Coordinator to transcribe the writing to the appropriate writing box in the Answer Book, if necessary. Transfer responses exactly as written by the student, including errors. The ELPAC Coordinator needs to review the transcription for accuracy. Securely destroy the sheets of paper. NOTE: Students are not allowed to transcribe.
Writing in the margins of the book or outside the box provided for the response	Do nothing; however, note that only responses within the boxes will be scored.

Packing K-2 Writing Answer Books

Proper completion of these steps is essential.

1. Separate the K-2 Writing Answer Books by grade level.
2. Place Writing Answer Books in alphabetical order by grade level. Use as many boxes or envelopes as necessary. Remove any previous markings or labels from the boxes.
3. Identify the number of boxes/envelopes used (e.g., "1 of 3," "2 of 3," "3 of 3") on each box/envelopes containing materials from the school.
4. Affix the packing label from Attachment C, Spring 2023 Packing Label Summative ELPAC Scorable Materials.

Required Documentation for Submitting K-2 Writing Books

Prepare an envelope for the Testing Center that contains the following:

- Roster of students tested: Students must be sorted by grade level and arranged in alphabetical order (by last name) for each grade. Schools may generate the *ELPAC and Summative Alternate ELPAC Student Eligibility Report* from TOMS for this purpose. The roster must include the following student information:
 - Last Name

- First Name
- SSID
- Grade level

- Attachment A – *Spring 2023 Summative ELPAC and Summative Alternate ELPAC Returned Testing Materials Verification*. Ensure the bottom portion of Attachment A contains the following information under Required Documents section.
 - Number of Writing Answer Books Submitted:
 - ETK-K: _____ Grade 1: _____ Grade 2: _____
 - Number of Scorable Boxes/Envelopes Being Returned: _____
 - Number of Nonscorable Boxes/Envelopes Being Returned: _____
 - This is only required for the Final turn-in (June 1-2) – Write the total number of nonscorable boxes/envelopes submitted

Destroying Secure Printed/Downloaded Materials

Printed materials from the print-on-demand designated support, *Directions for Administration (DFA)*, and scratch paper must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration who have signed an *ELPAC Test Security Affidavit*. All test materials must always remain secure.

Printed test items or passages, including embossed Braille printouts and scratch paper, must be collected and inventoried at the end of each test session and then immediately securely destroyed.

DFAs that were printed for Test Examiners after being downloaded from the password-protected TOMS must be checked out and checked in daily. Test Examiners must keep the DFAs in a securely locked cabinet when not in use. Once testing is completed, DFAs must be handled securely according to district guidelines. See section on Handling Nonscorable materials.

Destroying Electronic Files

Immediately after printing a print-on-demand request, making a printed copy of a *DFA*, the file produced by the process should be securely deleted from the test examiner's device. It must be deleted in such a way that the file does not remain in a temporary storage location such as Windows' Recycle Bin, where it can be undeleted. Test Examiners, and ELPAC Coordinators should use the school's or LEA's preferred method of secure file deletion.

While there are many ways to permanently delete a file, including using a "shredding" tool included in a virus scanning tool, what follows are basic ways to remove a file from a Windows or Macintosh system:

- **Windows**—Hold the <Shift> key when deleting the file or empty the Recycle Bin after deleting.
- **Macintosh and Macintosh equivalent devices using OS X**—Press the <Command> + <Delete> keys with any file or folder selected to send a file to the Trash and then press the <Shift> + <Command> + <Delete> keys or open the Finder menu and then select "Secure Empty Trash" to empty the Trash.

Securely Destroying Scratch Paper and Student Logon Credentials

1. Students may use scratch paper to make notes or develop draft responses. Test Examiners will collect the scratch paper at the end of each test session and turn it in along with student logon credentials. The ELPAC Coordinator should then securely destroy the scratch paper.
2. DO NOT keep printed test items or passages or scratch paper for future test sessions.

3. At the end of the completion of the test, the ELPAC Coordinator should collect the student logon credentials issued to students and securely destroy them.

Post-Test Documentation

All schools are required to maintain evidence of staff training and upload the documentation to the STB Portal. The training evidence includes the Summative ELPAC training agenda and sign-in sheets for the staff training and any subsequent make-up sessions. For the staff training, documents must be submitted in the STB Portal by Friday, June 2, 2023.

Schools will complete the Certification of Proper Summative ELPAC Administration and upload their required post-test documentation in the STB Portal. Schools will scan the three documents listed below and upload them as a single file in the STB Portal. Note that the document must be in .pdf, .jpeg, or .png file format.

- Copy of Summative ELPAC training agenda
- Copy of dated Sign-in Sheets for Summative ELPAC training
- Copy of the Inventory Control Forms (Attachment B)

The following are the steps to submit your school's Summative ELPAC Documentation in the STB Portal:

1. Go to achieve.lausd.net/testing
2. Click on the *STB Portal* button
3. Log on using LAUSD SSO
4. Click on *Post-test Documentation* link
5. Click on *Summative ELPAC*
6. Select current school year from the drop down menu
7. Select whether your school had any irregularities during testing
8. Click on *Choose File* and select the file to upload from your computer
9. Using your mouse or touch pad, write your signature in the designated box

When you have completed the above steps, click on *Submit*.

School Audits

The state's ELPAC test vendor, ETS, sends professional auditors to monitor randomly selected district testing sites throughout the state before, during and after the ELPAC administration. Auditors may be employees of ETS or In-Touch Insight. A representative from either ETS or In-Touch Insight will contact the school's ELPAC/CAASPP testing coordinator(s) directly to set up the date, time, and name of auditor. **The ELPAC and/or CAASPP Coordinator should notify STB after setting up the date for the audit visit. An STB Administrator will schedule a pre-audit visit to prepare the school for the audit.**

When the auditor arrives at the school, these procedures should be followed:

- Copy the letter of introduction and ID card for your records (or write auditor's name on the letter)
- Use the driver's license to verify the person's identity
- Have the auditor complete a *2022-23 ELPAC Security Affidavit (Attachment J)*

After the identity of the auditor has been verified, the auditor is allowed to observe the testing process. The auditors evaluate according to the guidelines stated in the *2023 Online Test Administration Manual for ELPAC Testing*. The auditors will observe the handling of secure logon credentials, secured storage area where confidential materials are stored (Print-on-Demand and Writing Answer Books), and administration procedures. They will also observe the testing room locations and the testing environment, performance of the test coordinator and administrators, and the security of logon credentials, scratch paper, and other secure test materials during the administration.

In addition to state audits, schools can be audited by the district at any time. Consequently, it is important to keep accurate records demonstrating compliance with district and state requirements. See Attachment A for a list of documentation that must be kept at the school site for two years. It is recommended that schools keep all their documentation together in a testing binder.

End-Of-Year Collection of Summative ELPAC Nonscorable Materials

At the end of the school year, the 2023 Summative ELPAC materials will be collected. Schools will be responsible for preparing and packaging test materials for final collection, see Critical Return Dates. A Reference Guide with further information on the final turn-in process will be issued in May 2023.

Related Resources

Additional information regarding the ELPAC program is available at the following websites:

- ELPAC Accessibility Resources for Operational Testing— <http://elpac.org/s/pdf/ELPAC--Accessibility-Resources-CBA-Framework.pdf>
- ELPAC Manuals and Instructions web page - <https://www.elpac.org/test-administration/instructions/>
- ELPAC Security Incidents and Appeals Procedure Guide web document <https://ca-toms-help.ets.org/stairs/overview/>
- Security and Test Administration Incident Reporting System (STAIRS) Process for ELPAC web page - <http://elpac.org/test-administration/stairs/>
- California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) web page— <https://www.cde.ca.gov/ds/sp/cl/>
- CDE Matrix Four: Universal Tools, Designated Support, and Accommodations for ELPAC web document— <https://www.cde.ca.gov/ta/tq/ep/documents/elpacmatrix4.docx>
- ELPAC Student Accessibility Resources web page— <https://www.elpac.org/resources/accessibility-resources/>
- CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing web document— <https://ca-toms-help.ets.org/tech-specs-and-config/introduction/manual-content/>
- ELPAC Website: <https://www.elpac.org/>
- Student Testing Branch web page: <http://achieve.lausd.net/testing>
- CAASPP and ELPAC Test Operations Management System (TOMS) User Guide web document - <https://ca-toms-help.ets.org/summ-elpac-otam/overview/about/>

Assistance

For information regarding ELPAC test materials, please call the Student Testing Branch at (213) 241-4104.

The following divisions/departments may also be of assistance:

1. Questions regarding testing devices and operating systems should be directed to the Information Technology Division (ITD) at (323) 224-2450.
2. Independent Charter Schools testing independently from the District, please contact the Charter School Office at (213) 241-0399.
3. For information regarding Test Examiner training, please contact MMED (213) 241-5582.
4. For information regarding English learner services, contact the Local District EL Program Staff.
5. For information regarding Alternate Assessments for Special Education ELs, please contact the Division of Special Education Services, at (213) 241-6701.
6. For issues or questions regarding MiSiS, contact: misis-support@lausd.net or call (213) 241-5200, press Option 5.

Attachment A – Spring 2023 Summative ELPAC and Summative Alternate ELPAC Returned Testing Materials Verification

School: _____ 1964733 -
Local District Loc. Code CDS Code

Principal: _____
Name (type or print) Signature Date

Coordinator: _____
Name (type or print) Signature Date

_____ @lausd.net
Contact Number Extension Email Address

Check One	Periodic Turn-in Dates		Final Turn-in
	<input type="checkbox"/> March 13 and March 14	<input type="checkbox"/>	<input type="checkbox"/> June 1-2

I certify that the following ELPAC requirements have been met:	ELPAC Coordinator's Initials
I completed the mandatory training provided by the Student Testing Branch.	
The Summative ELPAC was administered to all eligible students as defined in the Administration Instructions.	
All persons involved in the testing program and transcribers received training, which involved reviewing, planning and implementing the administration instructions; school schedules; administration procedures; and Universal Tools, Designated Supports, Accommodations, and/or Unlisted Resources for qualified students.	
The tests were administered only by fully trained staff members.	
Everyone who had access to the test signed an ELPAC Test Security Affidavit.	
All secure Summative ELPAC materials are stored in boxes and locked until June 1-3 when it is time to return the materials to the District.	
All qualifying students were provided Designated Supports, Accommodations, and/or Unlisted Resources.	
All students with IEPs and Section 504 Plans were provided the Universal Tools, Designated Supports, or Accommodations, listed in their IEPs and Section 504 Plans. The appropriate documentation was recorded at the testing time.	

Required documentation: 2022-23 Summative ELPAC K-2 Writing Answer Books The ELPAC Coordinator must complete this section and place all the documents listed in an envelope/box.		For STB Office Use Only	
		Complete	Pending
1.	Roster of students tested – Students must be sorted by grade level and arranged in alphabetical order (by last name) for each grade.		
2.	Number of Writing Answer Books Submitted: ETK-K: _____ Grade 1: _____ Grade 2: _____		
3.	Number of Scorable Boxes/Envelopes Being Returned: _____		
4.	Number of Nonscorable Boxes/Envelopes Being Returned: _____ (June Turn-in ONLY)		

For Office Use Only:	Delivered by: _____	Date: _____
Status: Incomplete: _____ Completed: _____ Comments: _____		

Attachment B – Summative ELPAC and Summative Alternate ELPAC Daily Inventory Control Form

School: _____ 19 - 64733 -
Region Loc. Code CDS Code

Test Examiner: _____
Name (type or print) Signature Grade Room

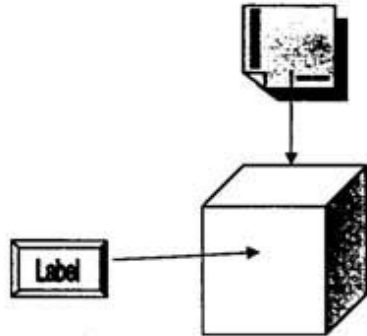
IMPORTANT: Note that some of the items on the list are optional depending on the domain being administered. The responsibility of the Test Examiner include:

1. Adhere to the school’s ELPAC test schedule.
2. Follow ELPAC Security Affidavit protocols
3. Count the number of test materials being checking out from site ELPAC Coordinator each morning and initial where indicated
4. Return, count and initial the number of test materials to the site ELPAC Coordinator as soon as testing is completed for the day

Test Materials	Date	_/_/_	_/_/_	_/_/_	_/_/_	_/_/_	_/_/_	_/_/_	_/_/_	_/_/_	_/_/_	_/_/_
Logon Credentials	Check Out											
	Check In											
Earbuds	Check Out											
	Check In											
Student Score Sheet (Speaking)	Check Out											
	Check In											
Number of Answer Books (K-2 only)	Check Out											
	Check In											
DFAs (Hard Copy Optional)	Check Out											
	Check In											
Scratch Paper	Check Out											
	Check In											
TE's Initials when Checking Out Materials from Coordinator												
ELPAC Coordinator's Initials to Confirm Receipt of Checked out Materials												

I, the Test Examiner, certify that all testing has been completed and I have followed all district and state guidelines provided during training and as indicated in the ELPAC Security Affidavit

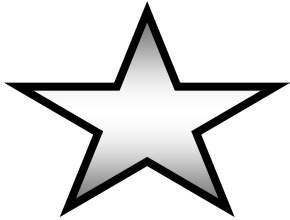
Attachment C – Spring 2023 Packing ELPAC Summative Scorable Materials



Scorable ELPAC Answer Books

Organized by grade level

These are separate from nonscorable materials.



Box Label



2023 Summative ELPAC

SCORABLE ANSWER BOOKS (K-2 Writing Only)

School: _____

Loc. Code: _____

Box _____ of _____

Attachment D – Spring 2023 Packing Summative ELPAC Nonscorables

**Final Turn-in of Summative Nonscorables,
Organized by grade**

- Voided, Unused K-2 Writing Answer Books
- Printed Directions for Administration
- Braille and Large Print K-2 Writing Answer Books



Box Label



2023 Summative ELPAC

NONSCORABLES

School: _____

Loc. Code: _____

Box _____ of _____

Attachment F – Spring 2023 Summative ELPAC and Summative Alternate 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
	<ul style="list-style-type: none"> • Complete the 2022-23 Initial ELPAC Coordinator Requirements • 2022-23 ELPAC Security Forms Coordinator Training (MyPLN) • Electronically sign the 2022-23 ELPAC Security Affidavit and Agreement (STB Portal via MyPLN) • 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training • 2022-23 Initial ELPAC TE Training and Calibration - (Moodle Training Site) • Initial Alternate ELPAC -Test Examiner Certification - (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. Complete the <i>2022-23 Summative ELPAC Administration Coordinator Training</i> facilitated by STB (Self-enroll in MyPLN) 2. Complete the <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 Test Examiners 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> in MyPLN 2. Electronically sign the 2022-23 ELPAC Security Affidavit <p>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.</p> <p>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> in MyPLN 2. Electronically sign the 2022-23 ELPAC Security Affidavit <p>Non-District BIDs 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 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. ○ 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) prior to testing. https://achieve.lausd.net/Page/180#spn-content
	Ensure Secure Browsers are installed and updated on student testing devices (Contact ITD to ensure timely device setup.)
	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 <i>DFA</i>) 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 • No. 2 pencils with erasers for test examiners (all) and students (K-2nd Writing) • Instructional resources must be covered or removed from the walls/bulletin boards
	Designated Supports and Accommodations
	Communicate with Special Education team to review designated supports and accommodations for students with IEPs and Section 504 Plans.
	Collect and maintain documentation for students who do not have an IEP or students with a temporary or recent injury who may need access to certain Designated Supports. Refer to <i>LAUSD Accessibility and Accommodations Guidelines for English Language Proficiency Assessments for California Assessments-Use Attachment A</i> as needed.
	Enter identified designated supports/accommodations in TOMS for all students who require them.
✓	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 Speaking Domain scores are verified.
	Review K-2 Writing Answer Books prior to submitting to the Testing Center.
	Complete documentation listed on Attachment A and submit to Testing Center along with K-2 Writing scorables (Maintain a copy for school records).
	Package scorables according to the guidelines outlined under Packing K-2 Writing Answer Books and return to the Testing Center according to submission schedule.
	Upload all required documentation to the STB Portal by Friday, June 2, 2023.

Attachment G – Spring 2023 Summative ELPAC Staff Training Agenda

This list has been created to assist schools in ensuring that Test Examiners, proctors, and staff members having access to test materials are trained on test security, testing irregularities, security breaches, and school logistics. Schools are required to maintain evidence of documentation by providing Summative ELPAC training agendas and staff sign-in sheets to the Testing Center for a one-time turn-in. See pages 6 for What's New.

Summative ELPAC Staff Training Agenda Items

1. Facilitate Summative ELPAC Administration School-based training using the STB Summative ELPAC Presentation
 - a. Training Requirements
 - b. Accessibility Resources
 - c. Technology
 - d. Test Administration
 - e. Creating a Test Session
 - f. Test Administration
 - g. Overview of domains
 - h. Entering Scores in the DEI
2. Students to be Tested
 - a. Summative ELPAC Assessment – Identify students using the ELPAC Coding Roster from MiSiS
 - b. Summative Alternate ELPAC
 - c. Students with IEPs or Section 504 Plans who must be tested with the use of identified testing designated supports, accommodations, and/or alternate assessments
3. Test Security-Responsibilities of LAUSD employees:
 - a. Prevent Testing Irregularities
 - b. Prevent Security Breaches
 - c. Procedures for reporting testing irregularity and security breaches to coordinator
 - d. Unauthorized electronic devices
 - e. Process for managing staff and student cell phones
4. Testing Schedule
 - Test Examiners must adhere to the school's testing schedule.
 - Make-up Testing Procedures
 - *Maintain Records of Students Requiring Make-up Testing, Attachment E*
5. Procedures for checking test materials out and in daily. See *Summative ELPAC Daily Inventory Control Form, Attachment B*
 - a. Student login credentials
 - b. Directions for Administration – printed and digital copies
 - c. Scratch paper
 - d. Print on demand copies
6. Test Examiners to follow directions in the Directions for Administration
 - a. Examiners are required to read the sections in the "Say" boxes in the ELPAC Examiner's Manual exactly as written
7. Proper Testing Environment
 - a. Information displayed on bulletin boards, whiteboards, or charts that could be used by students to help answer test questions must be removed or covered
 - b. Sit student with enough space apart to discourage cheating. If necessary, use dividers or carrels
8. Technology Equipment
 - a. Earbuds
 - b. Student devices
 - c. Teacher device
9. LAUSD Cellular Telephone Policy – "Students are prohibited access to any unauthorized electronic devices at any time during the entire testing session..." See LAUSD Parent/Student Handbook
10. Completing student demographic data in the K-2 Writing Answer Books
Review Checking Answer Books after Testing section

Attachment H – Sign: Unauthorized Devices Sign May Not Be Used During Testing

**Unauthorized
electronic devices
MAY NOT be used at
any time during the
testing session.**

Attachment I – Sign: Testing Do Not Disturb

**TESTING
DO NOT
DISTURB**

Attachment J – 2022-23 ELPAC Affidavit



2022–23 English Language Proficiency Assessments for California (ELPAC) Test Security Affidavit

I acknowledge that I will have access to one or more of the English Language Proficiency Assessments for California (ELPAC) initial and summative assessments pursuant to Education Code section 60810, for the purpose of administering the test(s) to eligible pupils. I understand that these materials are highly secure and may be under copyright restrictions, and it is my responsibility to protect their security as follows:

1. I will not divulge the contents of the test materials to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by e-mail without the express prior written permission of the California Department of Education (CDE) and test contractor.
2. I will not copy or take a photo of any part of the test materials. This includes, but is not limited to, photocopying (including enlarging) and recording without the express prior written permission from the CDE and test contractor.
3. I will keep all test materials secure prior to and following the distribution of the test(s).
4. I will permit eligible pupils access to test materials only during testing periods. I will permit only eligible pupils who are testing, and individuals participating in the test administration who have signed an ELPAC Test Security Affidavit, to be in the room when and where the ELPAC assessments are being administered.
5. I will not allow any pupils to use any electronic devices that allow them to access outside information, communicate with any other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants, tablets, laptops, cameras, and electronic translation devices.
6. When acting as a test examiner, I will: (a) collect and account for all test materials following each testing session; (b) not permit any pupils to remove any test materials by any means from the room(s) where testing takes place; and (c) count all test books and answer books before allowing any pupil to leave the testing room.
7. I will not review any test questions, passages, or other test items with any pupils or any other person at any time, including before, during, or following testing. I understand that this includes any discussion between local educational agency (LEA) staff for training or professional development, whether it be in a one-on-one or in a staff meeting setting.
8. I will not, for any test, develop scoring keys, review any pupil responses, or prepare answer books. I understand that this includes coaching pupils or providing any other type of assistance to any pupils that may affect their responses. This includes, but is not limited to, both verbal cues and nonverbal cues that may indicate correct or incorrect answers, or completing or changing any pupils' answers.
9. I will return all test materials to the designated site ELPAC coordinator in accordance with his or her instructions.
10. When acting as a test examiner or proctor, I will actively supervise all pupils throughout the testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer books, following instructions, and are accessing only authorized materials (non-embedded universal tools, designated supports, or accommodations) for the test being administered.
11. I will administer the ELPAC in accordance with the directions for test administration and test administration manuals prepared by the test contractor, or any additional guidance provided by the test contractor. I understand that the unauthorized copying, sharing, or reusing of any test book (test books may be appropriately reused in accordance with the test contractor's terms and conditions), test question, or answer book by any means is prohibited. This includes, but is not limited to, photocopying, recording, e-mailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and/or sharing or posting test content via the Internet without the express prior written permission from the CDE and test contractor.
12. I have been trained to carry out my responsibilities in the administration of the ELPAC.

By signing my name to this document, I am assuring that I have completely read and will abide by the above conditions.

Signature: _____

Date: _____

Print Name: _____

Employee No.: _____

Title: Principal ELPAC Coordinator Test Examiner Proctor Other _____

School: _____ Loc. Code: _____ Loc. District: _____

Attachment K2 – Summative ELPAC K-2 Answer Book for Students **WITHOUT** a Pre-ID Label – Front Cover

Spring 2023
Summative ELPAC
Grade 2

Place Student Barcode Label Here
DO NOT WRITE IN THIS SPACE

ELPAC
English Language Proficiency Assessments
for California
Spring 2023
Summative ELPAC
Forms 1–5
Grade 2 Writing
Answer Book

USE NO. 2 PENCIL ONLY

Box 1
PRINT and
BUBBLE

Box 2
PRINT

Box 3
PRINT and
BUBBLE

Box 6
LEAVE
BLANK

Box 7
PRINT and
BUBBLE

Box 8
PRINT and
BUBBLE

1 STUDENT NAME
LAST NAME FIRST NAME MI

2 TEACHER/TEST EXAMINER
SCHOOL
LOCAL EDUCATIONAL AGENCY
LOCAL USE

3 DATE OF BIRTH
Month Day Year

4 GRADE
5 GRADE

6 STUDENT ID NUMBER (OPTIONAL—LOCAL USE)

7 STATEWIDE STUDENT IDENTIFIER (SSID)

8 DATE TESTING COMPLETED
Month Day Year

2474420

Q5369/1

Attachment L – Testing Center Locations

Listed below are the Testing Center locations assigned to each district for delivery of testing materials. For a list of assigned Testing Centers, refer to **MEM-096303.1, Testing Center Assignments for 2021-22.**

PLEASE NOTE: Testing Centers are not staffed year-round, except for the Central Testing Center. All materials must be turned in on the due date by 3:00 p.m. If the due date is missed, all testing materials must be hand delivered at the Central Testing Center.

LOCATION	TELEPHONE AND FAX NUMBER
<p>CENTRAL TESTING CENTER 2151 North Soto Street Los Angeles, CA 90032 From the intersection of Soto Street and Multnomah ST. Enter into Local District-East complex parking lot.</p>	<p>PHONE: (323) 224-2408 <i>Appointments are required and available only on scheduled turn-in days.</i></p>
<p>SOUTH TESTING CENTER Banneker Special Education Center 14024 South San Pedro Street Los Angeles, CA 90061 From the intersection of Rosecrans and San Pedro St., go North to the yellow fire hydrant. Enter the driveway of the parking lot with solar panels.</p>	<p>PHONE: (310) 366-7358 <i>Appointments are required and available only on scheduled turn-in days.</i></p>
<p>VALLEY TESTING CENTER Mulholland Middle School 17120 Vanowen Street Lake Balboa, CA 91406 Room 74-75 From the Intersection of Balboa and Vanowen, Go West one block to Amestoy and turn into the driveway.</p>	<p>PHONE: (818) 609-2591 <i>Appointments are required and available only on scheduled turn-in days.</i></p>
<p>WEST TESTING CENTER Johnnie Cochran Middle School 4066 W Johnnie Cochran Vista, Room 403 Los Angeles CA 90019 From the main entrance of the school, go East towards the dead end of Johnnie Cochran Vista and turn right into the parking lot.</p>	<p>PHONE: (323) 730-4371 <i>Appointments are required and available only on scheduled turn-in days.</i></p>