



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2018-19 Training Requirements for Test Examiners on the Initial English Language Proficiency Assessments for California (ELPAC)

NUMBER: MEM-055505

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
 Division of Instruction

Lydia Acosta Stephens, Administrator
 Multilingual and Multicultural Education
 Department

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ROUTING

Local District Superintendents
 Administrators of Instruction
 Directors
 Principals
 Assistant Principals
 EL Programs Staff
 Testing Coordinators
 EL Designees
 UTLA Chapter Chairs

PURPOSE: The purpose of this Memorandum is to outline the training requirements for all 2018-19 Initial ELPAC examiners and provide guidelines for completing the *2018-19 Initial ELPAC Training for Test Examiners*.

MAJOR CHANGES: This is a new Memorandum. The state of California has transitioned to the Initial English Language Proficiency Assessment for California (Initial ELPAC)-an assessment that will need to be officially scored at the local school site using the Local Scoring Tool. The Initial ELPAC training for 2018-19 is a two-part face-to-face training facilitated by the school site ELPAC Coordinator.

BACKGROUND: State and federal law require that local educational agencies administer a state test of English Language Proficiency (ELP) to eligible students in kindergarten through grade twelve within 30 calendar days of initial enrollment. The Initial ELPAC is used to identify English learners, determine the student’s ELP as well as the appropriate language assistance services and programs, known as “EL services and programs.”

INSTRUCTIONS: I. INITIAL ELPAC ADMINISTRATION REQUIREMENTS

The school site EL Designee must ensure that test examiners administer the Initial ELPAC Assessment to newly enrolled students, whose home language is other than English, as determined by the HLS within 30 calendar days of initial enrollment (5 CCR §§ 11307[a], 11511).

In order to maximize the students’ performance on this assessment, classroom teachers will be responsible for administering the Initial ELPAC as follows:

Elementary schools:

Students are to be tested in their assigned classrooms by assigned teacher.



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Secondary schools:

Students are to be tested by their English Language Development teacher or grade-level ELA teacher.

Only trained certificated staff members (with a teacher credential) are eligible to administer the Initial ELPAC assessment. Trained paraprofessionals with signed affidavits are allowed to assist with proctoring the group Initial ELPAC administration but are not to administer the assessment to students nor score student responses/assessments.

II. INITIAL ELPAC TRAINING REQUIREMENTS

The 2018-19 Initial ELPAC Training for Test Examiners, consists of 2 parts:

- Part I: 2018-19 Initial ELPAC Administration Training for Test Examiners (one hour): This part of the training provides an overview of the Initial ELPAC Administration
- Part II: 2018-19 Initial ELPAC Scoring Calibration Training for Test Examiners (two hour): This part of the training focuses on the accurate scoring of the Initial ELPAC by test examiners. Participants will take part in the face to face training facilitated by the ELPAC Coordinator consisting of several ELPAC scoring exercises designed to produce consistent scoring across the district and to address potential testing irregularities.

Test examiners must complete both parts of the 2018-19 Initial ELPAC Training for Test Examiners in order to be certified to administer the Initial ELPAC assessment. A Certificate of Completion will be provided to test examiners who have completed Part I and Part II of the Initial ELPAC training.

ELPAC COORDINATORS:

A. Prior to the start of the school year Initial ELPAC training, the school site ELPAC Coordinator will:

1. Complete the Initial ELPAC, 2018-19 Test Security Affidavit for Examiners and Proctors.
2. Participate in a 6-hour training developed to facilitate Part I and Part II of the 2018-19 Initial ELPAC Training for Test Examiners provided by the Local District English Learner staff.
3. Schedule the Part I and Part II of the 2018-19 Initial ELPAC Training for Test Examiners for school site examiners.
4. Secure the Initial ELPAC, 2018-19 Test Security Affidavit for Examiners and Proctors from all teachers and staff administering the Initial ELPAC.



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- B. Upon completing the school site 2018-19 Initial ELPAC Training for Test Examiners, the ELPAC Coordinator will:
1. Ensure all test examiners have completed Part I and Part II of the *2018-19 Initial ELPAC Training for Test Examiners*.
 2. Prepare and distribute a Certificate of Completion to all test examiners who have completed the training.
 3. Collect and maintain all Initial ELPAC Training related documents at the school site for a minimum of 5 years:
 - copies of the Certificate of Completion for all test examiners
 - training agenda(s)
 - training sign-in(s)

EL DESIGNEE:

- A. Upon completion of the school site *2018-19 Initial ELPAC Training for Test Examiners*, the school site EL Designees will:
- Ensure all newly enrolled potential English Learners are assessed with the Initial ELPAC assessment within 30 calendar days after the beginning of the school year (or during the school year, within two weeks of child being placed in program).
 - Enter the Initial ELPAC raw scores in the Local Scoring Tool (LST) within 30 calendar days.
 - File the Student Score Report generated from LST in the student's Master Plan folder or the cumulative folder.
 - Upload evidence of the *2018-19 Initial ELPAC Training for Test Examiners* in the English Learner Instructional Online Accountability System (OLAS) and request Principal certification.

TEST EXAMINERS:

- A. Prior to the start of school site Initial ELPAC administration, the school test examiner will:
1. Participate in the school site 2018-19 Initial ELPAC Training for Test Examiners
 2. Receive a Certificate of Completion upon completing Part I and Part II of the 2018-19 Initial ELPAC Training for Test Examiners

**RELATED
RESOURCES:**

- [2018 Master Plan for English Learners and Standard English Learners](#)
- California Education Code Section 313
- Additional information about the 2018-19 Initial ELPAC is available at <https://www.elpac.org/>



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- [2018-19 Initial ELPAC Administration Instructions](#)

ASSISTANCE: For assistance or further information, please contact your Local District English Learner Programs Coordinator or the Multilingual & Multicultural Education Department at (213) 241-5582.