



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2017-18 Training Requirements for Test Examiners on the English Language Proficiency Assessment for California (ELPAC) Summative

NUMBER: MEM-043983.0

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<p>ROUTING Local District Superintendents Administrators of Instruction Directors Principals Assistant Principals EL Programs Staff Testing Coordinators UTLA Chapter Chairs</p>

PURPOSE: The purpose of this Memorandum is to outline the training requirements and guidelines for completing the *2017-18 Summative English Language Proficiency Assessment for California Training for Test Examiners*.

MAJOR CHANGES: This is a new policy.

GUIDELINES: The English Language Proficiency Assessments for California (ELPAC) is the successor to the California English Language Development Test (CELDT). Beginning in 2017–18, the ELPAC is the required state assessment for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. The California Department of Education (CDE) expects to fully transition from the CELDT to the ELPAC as the state's assessment of ELP by 2018–19. State and federal law require that local educational agencies administer a state assessment of ELP to eligible students in Kindergarten [including Expanded Transitional Kindergarten (ETK) and Transitional Kindergarten (TK) program] through grade twelve (ages 3-21). The ELPAC is aligned with California’s 2012 English Language Development Standards and is comprised of two separate English Language Proficiency assessments:

1. Initial Assessment (IA)—A one-time assessment to identify students who are limited English proficient (effective July 1, 2018).



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2. Summative Assessment (SA)—An annual assessment to measure an English learner's progress towards English proficiency and to identify the student's English Language Proficiency level (effective February 1, 2018).

This memorandum only addresses the ELPAC Summative Assessment.

I. ADMINISTRATION REQUIREMENTS FOR THE ELPAC

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

- Elementary Schools:
Students are to be tested in their assigned classrooms by assigned teacher.
- Secondary Schools:
Students are to be tested by their ELD/LTEL teacher or grade-level ELA teacher.

Only trained certificated staff members (with a teacher credential) are eligible to administer the ELPAC Summative Assessment. Trained paraprofessionals with signed affidavits are permitted to assist with proctoring the group ELPAC administration but are not permitted to administer the assessment to students or score student responses.

II. TRAINING REQUIREMENTS FOR THE ELPAC

School site ELPAC Coordinators will be trained on the facilitation of Part I and Part II of the *2017-18 ELPAC Summative Training* by their Local District English Learner staff.

Prior to beginning the ELPAC training or handling any assessment materials, all teachers and staff administering the ELPAC at the school site must read, agree to, and sign the *2017-18 ELPAC Security Affidavit*.

All test examiners must be certified in both parts of the *2017-18 ELPAC Summative Administration Training for Test Examiners* and the *2017-18 ELPAC Summative Scoring Calibration Training for Test Examiners* before administering and scoring the ELPAC Summative.



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School site ELPAC Coordinators must ensure that all test examiners have completed the required training components. In addition, ELPAC Coordinators must ensure that the training documentation is maintained at the school site for five years including the ELPAC training agenda, sign-in, certificates and any other related ELPAC training documents.

III. TRAINING REQUIREMENTS FOR ELPAC EXAMINERS

- A. School site principal must certify that all ELPAC test examiners received the *2017-18 ELPAC Summative Training for Test Examiners* using the [Instructional Online Accountability System](#) (OLAS) on the Principal Portal.
- B. There are two parts to the *2017-18 ELPAC Summative Training for Test Examiners*:
 1. *Part I: 2017-18 ELPAC Summative Administration Training for Test Examiners* (approximately one hour)

ELPAC Coordinators are to use the *2017-18 ELPAC Summative Administration Training for Test Examiners PowerPoint* to facilitate a whole group face-to-face training with ELPAC test examiners at the school site.

2. *Part II: 2017-18 ELPAC Summative Scoring Calibration Training for Test Examiners* (approximately two hours)

The *2017-18 ELPAC Summative Scoring Calibration Training for Test Examiners* focuses on the accurate scoring of the speaking domain section of the 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 ELPAC scoring across the district and to prevent any potential testing irregularities.

A Certificate of Completion is to be provided to examiners once they complete Part I and Part II of the ELPAC Summative training. The ELPAC coordinator will need to maintain for five years a copy of the training certificate as well as the training agenda and sign-in as evidence of the completion of Part I and II of the ELPAC Summative training by all test examiners.



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- AUTHORITY:**
- California Education Code, Section 313
 - Title 5, California Code of Regulation, Section 11518.15
 - Title 5, California Code of Regulation, Section 11518.65

- RELATED RESOURCES:**
- Additional information about the 2017-18 ELPAC is available at <https://www.elpac.org/>
 - *2017-18 ELPAC Administration Instructions*
 - *REF-043580, ELPAC Requirements for Principals, Coordinators, and Test Examiners and Submission of Test Security Forms for 2017-18*, dated November 27, 2017.

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.