



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: ELPAC Requirements for Principals, Coordinators, and Test Examiners and Submission of Test Security Forms for 2017-18

NUMBER: REF-043580

ISSUER: Oscar Lafarga, Executive Director
Office of Data and Accountability

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Due: Various Dates

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

PURPOSE: The purpose of this Reference Guide is to outline the 2017-18 English Language Proficiency Assessments for California (ELPAC) training requirements for Principals, ELPAC Coordinators, and test examiners. In addition, to provide the procedures for identifying the schools’ ELPAC Coordinators and to outline the procedures for submitting the required test security forms.

MAJOR CHANGES: None.

GUIDELINES: I. BACKGROUND

The English Language Proficiency Assessments for California (ELPAC) is the successor to the California English Language Development Test (CELDT). As of 2017-18, the ELPAC is the required state summative test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. The CELDT will continue to be administered as the ELP initial assessment through the 2017-18 school year. The California Department of Education (CDE) expects to be fully transitioned 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 test of ELP to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as “transitional kindergarten”) through grade twelve (ages 3-21). The ELPAC is aligned with California’s 2012 English Language Development Standards, and is comprised of two separate ELP assessments:

1. Initial Assessment (IA)—an initial identification of students as English learners. The ELPAC initial assessment is currently being developed and will be administered as an operational test starting in the 2018-19 school year.



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2. Summative Assessment (SA)—an annual summative assessment to measure an English learner's progress in learning English and to identify the student's ELP level. The ELPAC summative assessment will be administered as an operational test starting in the spring of 2018.

II. ACCESS TO ONLINE APPLICATION

The ELPAC is a paper-pencil test. However in grades 3-12, test examiners will administer the listening portion of the exam by playing audio clips housed in the Test Operations Management System (TOMS). TOMS is a secure website that allows the ELPAC test site coordinator to manage the ELPAC test examiners access to the audio clips.

Access to TOMS is based on the role assigned to the user. At the District level, the Student Testing Branch assigns and manages the TOMS accounts of the ELPAC coordinators. TOMS accounts are assigned when the ELPAC test site coordinator completes their requirements as indicated later in this document. At the school level, teachers who will administer the ELPAC will be assigned TOMS accounts by the ELPAC coordinator when the teacher completes their requirements as indicated in Section VII of this document.

Access to TOMS is assigned on a yearly basis. The Student Testing Branch will create 2017-18 TOMS accounts for ELPAC test site coordinators who complete all their respective requirements. ELPAC coordinators will be assigned a test site coordinator role in TOMS. The test site coordinator role allows users to assign and manage the school site TOMS accounts for teachers.

III. REQUIRED ELPAC SECURITY FORMS

Prior to the delivery of ELPAC test materials to schools and granting access to TOMS, the District is required by the CDE to obtain signed *ELPAC Test Security Agreements* and *Affidavits*. Principals and ELPAC Coordinators must meet this requirement for authorizing the release of test materials as outlined in this document.

1. Principal's Test Security Forms

Principals are required to complete the *2017-18 ELPAC Test Security Agreement* and *Affidavit* online by logging into the [State Testing Program Requirements](#) section of the *Principal's Portal*. Principals are also required to identify their ELPAC Coordinator in the *Principal's Portal*. The *Principal's Portal* will automatically display information entered and display the status of the requirements for both principal and ELPAC Coordinator. See Section VI of this document for procedures on how to enter information in the *Principal's Portal*.



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Principals at schools that do not have access to the *Principal’s Portal* will need to fax both security forms for the principal in addition to those of the ELPAC Coordinator to the Student Testing Branch at (213) 241-8461. See Attachments A and B for a copy of the ELPAC security forms.

2. ELPAC Coordinator’s Test Security Forms

Once a staff member has been identified in the *Principal’s Portal* as an ELPAC Coordinator, that designee will automatically be enrolled in the *2017-18 ELPAC Security Forms Coordinator Training* in the Learning Zone.

Prior to the delivery of ELPAC materials, ELPAC Coordinators are responsible for completing the *2017-18 ELPAC Security Forms Coordinator Training* and assessment in the Learning Zone. The assessment contains all the conditions listed on the test security forms; therefore, successfully completing the assessment is an acknowledgement of the test security requirements. In addition, ELPAC Coordinators will submit signed copies of the *2017-18 ELPAC Test Security Agreement* and *Affidavit* via scan and email to StudentTestingBranch@lausd.net. On the email subject line, include the [School’s Name]/ELPAC Security Form.

IV. DELIVERY OF TEST MATERIALS

ELPAC test materials are scheduled for delivery starting the week of January 22nd if the following has been completed:

- Principal’s security forms (Agreement and Affidavit) electronically submitted through the *Principal’s Portal*.
- ELPAC Coordinator identified in the *Principal’s Portal*.
- ELPAC Coordinator completed the *2017-18 ELPAC Security Forms Coordinator Training* and assessment in the Learning Zone as stated in Section III of this document.
- ELPAC Coordinator submitted signed copies of the *2017-18 ELPAC Test Security Agreement* and *Affidavit* to the Student Testing Branch.

Deliveries will be scheduled on a weekly basis and prioritized based on when requirements are completed. After certification is completed, it will take 3-5 business days to deliver materials to schools. See schedule listed below.

Principal & Coordinator meet the Certification Requirements by:	Delivery of ELPAC Test Materials to Schools will start:
Friday, January 12, 2018	Week of January 22 nd
Friday, January 19, 2018	Week of January 29 th

Note: All dates and requirements contained in this document are subject to change based on availability of materials and changes in ELPAC regulations or test vendor guidelines.



V. 2017-18 ELPAC COORDINATOR TRAINING REQUIREMENTS

ELPAC Coordinators are annually required to participate in ELPAC District trainings. The trainings will provide information and correct procedures for administering the 2017-18 Summative ELPAC. An online assessment must be completed after completing the training to receive a certificate of completion. The District maintains a record of those who complete the trainings at each school. The District will provide three mandatory ELPAC trainings for ELPAC Coordinators.

1. *2017-18 ELPAC Test Security Forms Coordinator Training*

This online training has been developed for ELPAC Coordinators to complete the *ELPAC Test Security Agreement* and *Affidavit* forms through the Learning Zone. It presents a detailed look at the test security forms.

2. *2017-18 ELPAC Administration Instructions Training*

This online training is a comprehensive training that covers test security; test administration procedures; ELPAC Coordinator's responsibilities that occur before, during and after testing; recording of the Initial Assessment; and packing and returning of the scorable materials. This training and assessment must be completed before testing begins.

The *ELPAC Administration Instructions Training* was made available in the Learning Zone on January 19, 2018.

3. *2017-18 Training Requirements for Test Examiners*

All ELPAC trainers and test examiners must be certified each year to administer and score the ELPAC. This training is offered through the Multilingual and Multicultural Education Department (MMED). For more information refer to the MEM-043983.0, *2017-18 Training Requirements for Test Examiners on the English Language Proficiency Assessments for California (ELPAC) Summative* published by MMED. Local District EL Program staff will schedule and announce training dates and locations. Participation in this training is required to receive certification.

The ELPAC Coordinators will be trained on the facilitation of Part I and Part II of the 2017-18 ELPAC Training. In addition, coordinators will receive training on guidelines for handling testing irregularities, security breaches, and strategies for school logistics.

Upon completion of these required trainings, coordinators will then work with their school administrator to schedule the required school staff training for test examiners and proctors. An ELPAC Staff Training Agenda has been created to



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assist schools to ensure that test examiners, proctors, and staff members that have access to ELPAC materials are trained on test security, testing irregularities, security breaches, and school logistics.

For auditing purposes, schools are required to maintain evidence of the documentation by providing ELPAC training agendas, staff sign-in sheets and make-up training sessions. These documents are to be submitted to the testing center during the school's first turn-in of the Summative ELPAC materials.

VI. PROCEDURES FOR ENTERING DATA IN PRINCIPAL'S PORTAL

The District uses the *Principal's Portal* to electronically collect the *ELPAC Security Agreement* and *Affidavit* forms from principals. The *Principal's Portal* is also used for designating an ELPAC Coordinator/Designee. See table below for instructions on how to navigate through the *Principal's Portal*.

Principal's Portal Procedures	
ELPAC Test Security Forms	Designation of ELPAC Coordinator
1. Log in to the <i>Principal's Portal</i> at https://principalportal.lausd.net/ 2. Click <i>State Testing Program Requirements</i> located at the bottom 3. Locate <i>ELPAC Certification</i> section	
Security Agreement and Affidavit Forms: 4. Click <i>Security Agreement and Security Agreement</i> link 5. Read, agree to, and check box 6. Click <i>Certify</i> 7. Click <i>Return to Testing Menu</i> *You may Print and save a copy for your records	4. Click <i>Coordinator/ Designee</i> link 5. Click <i>silhouette icon</i> ,  in the <i>ELPAC Coordinator/ Designee</i> section 6. Type name of staff in the <i>Resource Search Screen</i> 7. From the list of results, click on the name of ELPAC Coordinator. 8. Click the <i>Select</i> button 9. Scroll to the bottom of the page, click the <i>Submit</i> button to confirm your selection

VII. ONLINE REGISTRATION PROCEDURES

The District will automatically enroll ELPAC Coordinators in the online ELPAC training classes through the Learning Zone once the principal identifies a staff member as a ELPAC Designee/Coordinator in the *Principal's Portal*. Only LAUSD email accounts will be accepted in the Portal. Self-registration is necessary for coordinators at schools where the principal does not have access to the *Principal's Portal*. Principals that also serve as the ELPAC Coordinator at the school site must enter their name in the *Principal's Portal* as a designee and complete all the coordinator requirements.



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If a principal or coordinator does not receive a confirmation registration email, self-registration will be required. Below are the online registration instructions to self-enroll for the online training classes.

Self Registration Procedures			
	ELPAC Test Security Forms Coordinator Training	ELPAC Administration Instructions Training	Assessment & Certificate
ELPAC Coordinator	<ol style="list-style-type: none"> 1. Log in to the Learning Zone (LZ) at http://lz.lausd.net 2. From the Home Page click <i>Courses</i> 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu 5. Select <i>Student Testing Unit</i> 6. Click the <i>Search</i> box 7. From the list of classes click, <i>2017-18 ELPAC Security Forms Coordinator</i> 8. Click <i>Enroll Now</i> 	<ol style="list-style-type: none"> 1. Log in to the Learning Zone at http://lz.lausd.net 2. From the Home Page click the <i>Courses</i> tab 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu 5. Select <i>Student Testing Unit</i> 6. Click the <i>Search</i> box 7. Click on the class, <i>2017-18 ELPAC Administration Instructions</i> 8. Click <i>Enroll Now</i> 	<p>Assessment:</p> <ol style="list-style-type: none"> 1. From the Learning Zone Home Page click <i>My Assessment</i> tab 2. Click the <i>Start</i> link to complete the assessment <p>Certificate:</p> <ol style="list-style-type: none"> 3. Click <i>My History</i> tab 4. Click <i>Print certificate</i> 5. Save document & submit to the Testing Center

Once self-registration is completed, an automatic registration confirmation email with instructions will be sent to participants' LAUSD email inbox. The email will contain the training and assessment information.

VIII. ELPAC TEST SITE COORDINATOR TOMS REQUIREMENTS

The Student Testing Branch will assign test site coordinator-level access to TOMS to the staff member designated as ELPAC Coordinator in the Principal's Portal. This is a separate account from the California Assessment of Student Progress and Performance (CAASPP). Test Coordinators with both accounts will use the same password to access both. The ELPAC Coordinator for whom test site coordinator access is requested must complete the following requirements:

1. Complete the 2017-18 ELPAC Security Form Coordinator training in the Learning Zone (complete by 1/12/18): When the ELPAC Coordinator is designated in the Principal's Portal, the designee is enrolled in the 2017-18 ELPAC Security Forms Coordinator Training in the Learning Zone.
2. Submit hard copies of the 2017-18 ELPAC Security Affidavit and the 2017-18 ELPAC Security Agreement (submit by 1/12/18) by scanning and emailing a copy to StudentTestingBranch@lausd.net.



IX. TEST EXAMINER REQUIREMENTS

ELPAC Coordinators are responsible for managing all school-level TOMS accounts. The ELPAC Coordinator must ensure that teachers complete the trainings indicated below before provisioning 2017-18 TOMS accounts. All the following requirements must be met before the ELPAC Coordinator creates TOMS accounts for teachers. Teachers are responsible for completing:

1. *2017-18 ELPAC Security Forms Teacher Training* in the Learning Zone. After viewing the training, teachers must complete the online assessment and provide the ELPAC Coordinator a copy of the certificate of completion. The assessment contains all the conditions listed on the test security affidavit; therefore, successfully completing the assessment is an acknowledgement of the test security requirements.
2. Submit signed copies of the *2017-18 ELPAC Test Security Affidavit* to the ELPAC Coordinator during the school-based ELPAC Staff Training. Copies of the signed documents must be kept on file at the school and originals submitted to the school's testing center. Procedures for submitting required documentation will be outlined in the *2017-18 ELPAC Administration Instructions*.
3. Participate in the school-based training conducted by the ELPAC Coordinator at the school. The following topics must be covered during the school-based trainings:
 - Testing Schedule
 - Test Security
 - Reporting Potential Security or Testing Incidents
 - Collecting and Handling Secure Materials
 - Proctor/Support Staff Roles and Responsibilities
 - Train ELPAC Test Examiners on administration, calibration and scoring
 - Preventing the use of electronic devices
 - Proper Testing Environment

X. TRAINING ASSESSMENT AND CERTIFICATE OF COMPLETION

An online assessment must be completed by each participant after viewing the entire Web-based training. A passing score of 100% is required. At the end of the online assessment print the *Certificate of Completion*. This certificate should be kept on file at the school and a copy taken to the testing center along with the first submission of ELPAC materials for accountability purposes.



XI. IMPORTANT DATES

The timelines shown on the following page serve as a guide to assist schools with certain key dates. These dates include the security forms due dates, test delivery dates, and the availability of ELPAC trainings. Schools must also be aware that testing centers are not staffed year round except for the Central Testing Center. All materials must be turned in on the scheduled due date. If the due date is missed, all testing materials must be delivered to Central Testing Center. Schools must contact testing center staff before delivering materials on dates not identified as test material collection dates.

Important Dates for ELPAC Coordinator	Available	Due Date
Participate and complete the <i>ELPAC Security Forms Coordinator Training</i> and assessment in the Learning Zone	Dec 11 th	Jan 12 th or before authorizing release of ELPAC tests
Sign, date, and email ELPAC security forms to StudentTestingBranch@lausd.net	Dec 11 th	Jan 12 th or before authorizing release of ELPAC tests
Receive <i>ELPAC Administration Instructions Training</i> Learning Zone confirmation email	*Jan 19 th	
Self-register in Learning Zone (for schools with no access to <i>Principal's Portal</i>)	Jan 19 th	
Participate and complete the <i>ELPAC Administration Instructions Training</i> and assessment in the Learning Zone	Jan 19 th	Before testing begins but no later than Jan 31 st
Submit training documentation to testing center (agenda, sign-in sheets, handouts)	Mar 1 st	June 1 st

*Provided that principal designates ELPAC Coordinator in *Principal's Portal*.

Important Dates for Principal	Start Date	Timeline
Electronically submit ELPAC security forms (<i>Agreement and Affidavit</i>) in the <i>Principal's Portal</i>	Nov 27 th	Jan 12 th or before authorizing release of ELPAC tests
Identify ELPAC Coordinator in <i>Principal's Portal</i>		
Sign, date, and fax ELPAC security forms to Student Testing Branch - only for schools with no access to <i>Principal's Portal</i>	Dec 11 th	Jan 12 th or before authorizing release of ELPAC tests
Delivery of test materials to schools	**Begins the week of Jan 22 nd	3-5 business days after certification

** Only after all requirements are completed by principal and coordinator.



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RELATED RESOURCE:

- *2017-18 ELPAC Administration Instructions* is available from the Student Testing Branch website. Click on the ELPAC tab, the Administration Instructions is listed under *ELPAC Documents*.
- MEM-043983.0, *2017-18 Training Requirements for Test Examiners on the English Language Proficiency Assessments for California (ELPAC) Summative*. This document is published by the Multilingual and Multicultural Education Department (MMED).
- More information about the ELPAC program is available at <http://www.elpac.org/>

ASSISTANCE:

- For assistance with the *ELPAC Test Security Forms Training, ELPAC Administration Instructions Training*, registration via the Learning Zone, questions regarding the security forms, and delivery of test materials, please contact the Student Testing Branch at (213) 241-4104.
- For questions regarding training for ELPAC Trainers and Test Examiners, please contact the Multilingual and Multicultural Education Department at (213) 241-5582.
- For questions regarding English learner services, contact your Local District English Learner Program Staff.



2017-18 English Language Proficiency Assessments for California (ELPAC) Test Security Agreement

I acknowledge by my signature on this form that the ELPAC Initial and Summative Assessments pursuant to California *Education Code* Section 60810 are secure tests and agree to each of the following conditions to ensure test security:

- 1) I will take all necessary precautions to safeguard the security of the test and test materials, including limiting access to only those individuals in the local educational agency (LEA) who have responsibilities for the administration of the ELPAC.
- 2) I shall have all persons who have access to the test(s) and test materials for the purpose of administration read and sign the ELPAC Test Security Affidavit.
- 3) Except during the administration of the tests, I will keep the test materials in a securely locked room which can be accessed only with a key or key card and, when possible, in a locked storage cabinet within that room.
- 4) As a Site ELPAC Coordinator, I will collect and return all test materials to the LEA ELPAC Coordinator.
- 5) As an LEA ELPAC Coordinator, I will securely destroy all test materials that do not require scoring by the test contractor, in accordance with the directions of and time periods specified by the test contractor.
- 6) I will deliver test materials only to those persons who have executed ELPAC Test Security Affidavits.

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

- I understand that test materials will not be released until the following requirements are met:
- **Principal** – electronic submission of *ELPAC Test Security Affidavit and Agreement* and designation of ELPAC Coordinator/Designee in the *Principal's Portal*
 - **ELPAC Coordinator** – completed *ELPAC Test Security Forms Training* and assessment from the Learning Zone and submitted signed *ELPAC Test Security Agreement and Affidavit* forms to the Student Testing Branch

Signature: _____ Date: _____

Print Name: _____ Employee No. _____

Title: Principal ELPAC Coordinator Check this box if the Principal is also the Coordinator

School: _____ Loc. Code: _____

District: Los Angeles Unified School District Local District: _____

READ, AGREE TO, SIGN, AND DATE



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ATTACHMENT B

**2017-18 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 documents 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 documents. 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 documents, 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 document 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.

I have been trained this year to administer the test. By signing my name to this document, I am assuring that I will abide by the above conditions.	
Signature: _____	Date: _____
Print Name: _____	Employee No. _____
Title: <input type="checkbox"/> Principal <input type="checkbox"/> ELPAC Coordinator <input type="checkbox"/> Examiner <input type="checkbox"/> Proctor <input type="checkbox"/> Other _____	
School: _____	Loc. Code: _____
District: <u>Los Angeles Unified School District</u>	Local District: _____

READ, AGREE TO, SIGN, AND DATE