



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: 2018-19 Initial English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, Coordinators, and Support Staff

NUMBER: REF-054497

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

DATE: August 3, 2018

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 2018-19 English Language Proficiency Assessments for California (ELPAC) training requirements for Principals, ELPAC coordinators, test examiners (TE), and support staff for the Initial Assessments.

MAJOR CHANGES: This Reference Guide introduces the following changes to testing procedures for the Initial ELPAC:

1. The Student Testing Branch (STB) will introduce the STB Portal. In the Portal, ELPAC coordinators, TEs and support staff will be able to electronically submit their ELPAC security documents. ELPAC coordinators will also be able to submit orders for additional ELPAC materials and track the completion of affidavits for TEs and support staff.
2. STB Trainings will be available in My Professional Learning Network (MyPLN)
3. The Initial ELPAC is locally scored. Raw scores are entered in the Local Scoring Tool (LST) by the ELPAC coordinator.

GUIDELINES: I. BACKGROUND

State and federal law require that local educational agencies administer a state test of English language proficiency (ELP) to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as “transitional kindergarten”) through grade twelve.

The ELPAC is aligned with California’s 2012 English Language Development Standards. It consists of two separate ELP assessments:



1. Initial ELPAC – The Initial ELPAC is used to identify a student as either an English Learner (EL) student who needs support to learn English or as proficient in English. This test is administered within 30 days of when the student enrolls in a California school for the first time.
2. Summative ELPAC – The Summative ELPAC is a test used to measure the skills of ELs. The results will help the school and district determine if the student is ready to be reclassified as proficient in English. The Summative ELPAC is administered every spring and ELs take this test annually until reclassified.

II. INITIAL ELPAC REQUIREMENTS IN MY PROFESSIONAL LEARNING NETWORK (MYPLN)

STB has transitioned all its trainings from the Learning Zone to MyPLN. Instead of enrolling in individual classes, ELPAC coordinators, TEs, and proctors may now enroll in a single curriculum which includes all the requirements. The following ELPAC curricula are available in MyPLN:

Curriculum	Requirements
2018-19 ELPAC Coordinator Requirement	<ol style="list-style-type: none"> 1. 2018-19 ELPAC Security Forms Coordinator Training 2. 2018-19 ELPAC Security Forms Coordinator Training Assessment 3. 2018-19 ELPAC Affidavit and Agreement (Electronic) 4. 2018-19 Initial ELPAC Administration Instructions Coordinator Training 5. 2018-19 Initial ELPAC Administration Instructions Coordinator Training Assessment
2018-19 ELPAC Test Examiner Requirements <i>(This curriculum is intended for TEs and proctors)</i>	<ol style="list-style-type: none"> 1. 2018-19 ELPAC Security Forms Teacher Training 2. 2018-19 ELPAC Security Forms Teacher Training Assessment 3. 2018-19 ELPAC Affidavit and Agreement (Electronic)

To register in a curriculum follow the instructions below or click on the Support tab in MyPLN.

1. Log into MyPLN (<https://achieve.lausd.net/mypln>)
2. Navigate to the Global Search page
3. In the search box, enter key words of the curriculum name and click on Search.
4. Once you find the curriculum, click on the title and enroll in the curriculum.



III. PRINCIPAL AND ELPAC COORDINATOR REQUIREMENTS FOR RELEASE OF INITIAL ELPAC MATERIALS

The principal and ELPAC coordinator must complete their respective requirements before STB approves the release of ELPAC materials for the administration of the Initial ELPAC.

Principal Requirements

Principals complete their two requirements via the Principal's Portal at <https://principalportal.lausd.net/>.

1. Electronically certify the 2018-19 ELPAC Security Agreement and Affidavit.
2. Designate an ELPAC coordinator. 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 ELPAC coordinator requirements.

Principals at schools that do not have access to the Principal's Portal should contact STB at (213) 241-4104.

ELPAC Coordinator Requirements

The District will automatically enroll the ELPAC coordinator in the *2018-19 ELPAC Coordinators Requirements* curriculum in MyPLN when the principal designates the coordinator in the Principal's Portal. Self-registration is necessary for coordinators at schools where the principal does not have access to the Principal's Portal or if the ELPAC coordinator does not receive a confirmation email from MyPLN.

Items 1, 2 and 3 below are required for the release of ELPAC materials to schools. The fourth item is required for the designation of the coordinator's Test Operations Management System (TOMS) account and for ordering additional ELPAC materials.

1. Complete the *2018-19 ELPAC Security Forms Coordinator Training* in MyPLN.
2. Complete the *2018-19 ELPAC Security Forms Coordinator Training Assessment* in MyPLN.
3. Electronically certify the 2018-19 ELPAC Affidavit and Agreement in MyPLN.



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4. Complete the *2018-19 Initial ELPAC Administration Instructions Coordinator Training and Assessment* in MyPLN.

Delivery of Initial ELPAC Materials

Schools where the principal and ELPAC coordinator complete their respective requirements by 4:00 p.m. on August 10, 2018 can expect the delivery of Initial ELPAC materials starting the week of August 13.

Deliveries will be scheduled on a weekly basis and prioritized based on when requirements are completed. After the principal and ELPAC coordinator complete their requirements, 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 the Initial ELPAC Test Materials to Schools will start:
Friday, August 10, 2018	Week of August 13
Friday, August 17, 2018	Week of August 20
Friday, August 24, 2018	Week of August 27

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

IV. TEST EXAMINER (TE) AND PROCTOR REQUIREMENTS

Test Examiner Requirements

TEs must be employees of the school district. Before administering any ELPAC assessments or getting access to ELPAC TOMS, TEs must complete the following requirements:

1. Complete the *2018-19 ELPAC Security Forms Teacher Training* in MyPLN
2. Complete the *2018-19 ELPAC Security Forms Teacher Training Assessment* in MyPLN.
3. Electronically certify the *2018-19 ELPAC Affidavit* in the MyPLN

In grades 3-12, TEs will also need access to audio clips in ELPAC TOMS to administer the listening and speaking portions of the Initial ELPAC. In order to access the audio clips, the ELPAC coordinator will grant TEs a Test Examiner role in ELPAC TOMS. When creating teacher ELPAC TOMS accounts, the coordinator must use the teachers' LAUSD emails. Accounts created with non-LAUSD emails will be deactivated.



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STB will monitor daily the completion of teacher requirements. ELPAC TOMS accounts for teachers who have not completed requirements 1, 2, and 3 above will be deactivated.

Proctor Requirements

Proctors must be employees of the school district. Proctors assist TEs during group administration of more than 10 students in grade two and 20 students in grades three through twelve. Because they will be in the testing room and have access to secure ELPAC materials, proctors are required to complete requirements 1, 2, and 3 above. However, proctors do not need access to ELPAC TOMS.

V. ACCESS TO ELPAC TOMS AND LST

ELPAC TOMS

The ELPAC is a paper-pencil test. However, in grades 3-12, TEs will administer the listening and speaking portions of the assessment by playing audio clips housed in ELPAC TOMS. ELPAC TOMS is a secure website that allows the ELPAC coordinator to manage the ELPAC TE access to the audio clips.

Access to ELPAC TOMS is assigned on a yearly basis and it is based on the role assigned to the user. At the district level, STB assigns and manages ELPAC coordinator ELPAC TOMS accounts. An ELPAC Test Site Coordinator role in ELPAC TOMS will be assigned to the ELPAC coordinator after the coordinator completes the *2018-19 Initial ELPAC Administration Instructions Coordinator Training and Assessment*. Failure to complete this training will also prevent the school from ordering additional ELPAC materials.

The *2018-19 Initial ELPAC Administration Instructions Coordinator Training* addresses the ELPAC coordinator responsibilities before, during and after testing; recording of the Initial ELPAC scores, and packing and returning of the scorable materials. This training and assessment must be completed before testing begins.

Local Scoring Tool (LST)

The LST is available in ELPAC TOMS. After ELPAC tests are scored, the ELPAC coordinator will input raw hand-scored results into the LST. In order to enter scores in the LST, the student's Statewide Student Identifier



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(SSID) and English Language Acquisition Status (ELAS) must exist in the California Longitudinal Pupil Achievement Data System (CALPADS) and ELPAC TOMS. This is necessary for student data retrieval and validation. Please make sure to upload your students' records in CALPADS regularly.

CAASPP coordinators and TEs have access to LST. However, per district guidelines, Initial ELPAC scores must be entered in the LST by the CAASPP coordinator.

Instructions for accessing the LST can be found in the ELPAC Local Scoring Tool Quick Start Guide located at <http://elpac.org/s/pdf/ELPAC.TOMS-LST-quick-start-guide.2018-19.pdf>.

VI. MULTILINGUAL AND MULTICULTURAL EDUCATION DEPARTMENT (MMED) REQUIREMENTS

All ELPAC trainers and test examiners must be certified each year to administer and score the ELPAC. This training is offered 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 2018-19 ELPAC Training. In addition, coordinators will receive training on guidelines for handling testing irregularities, security breaches, and strategies for school logistics. Upon completion of this training, coordinators will work with their school administrator to schedule the required school staff training for test examiners and proctors.

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 Initial ELPAC materials.

RELATED RESOURCE:

- *2018-19 Initial ELPAC Administration Instructions* is available from the STB website at <http://achieve.lausd.net/testing>. Click on the ELPAC tab, then Select Initial ELPAC.
- For more information visit the ELPAC Website at <http://www.elpac.org/>

ASSISTANCE:

- For questions regarding this document, test security, and delivery of test materials, please contact STB at (213) 241-4104.
- For questions regarding training for ELPAC Trainers and Test Examiners, please contact the MMED at (213) 241-5582.
- For questions regarding EL services, contact your LD EL Program Staff.



2018-19 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 submit *ELPAC Test Security Affidavit and Agreement* and designate the ELPAC Coordinator/Designee the Principal’s Portal
 - **ELPAC Coordinator** – complete *ELPAC Test Security Forms Coordinator Training* and assessment and submitted signed *ELPAC Test Security Agreement and Affidavit* in MyPLN

Signature: _____	Date: _____
Print Name: _____	Employee No. _____
Title: <input type="checkbox"/> Principal <input type="checkbox"/> ELPAC Coordinator <input type="checkbox"/> Check this box if the Principal is also the Coordinator	
School: _____	Loc. Code: _____
District: <u>Los Angeles Unified School District</u>	Local District: _____

READ, AGREE TO, SIGN, AND DATE



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ATTACHMENT B

**2018-19 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>	District: _____

READ, AGREE TO, SIGN, AND DATE