



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** 2020 Summative English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, Site ELPAC Coordinators, Test Examiners (TEs), and Support Staff

**NUMBER:** REF-084901

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

**DATE:** February 3, 2020

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

**PURPOSE:** The purpose of this Reference Guide is to outline the 2020 Summative English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, site ELPAC coordinators, Test Examiners (TEs) and support staff.

- MAJOR CHANGES:**
1. The Summative ELPAC will be administered as a computer-based assessment for the first time in spring 2020.
  2. The Administration Instructions Training requirement is now a face-to-face training facilitated by the Student Testing Branch (STB). The training is part of the 2019-20 Summative ELPAC Administration and Scoring Training.
  3. Site ELPAC coordinators designated in the Principal’s Portal who have completed the 2019-20 Initial ELPAC Coordinator Requirements curriculum will be enrolled by STB in the 2020 Summative ELPAC Coordinators Requirements curriculum in MyPLN.
  4. The site ELPAC coordinator must complete the 2020 Summative ELPAC Coordinators Requirements curriculum in MyPLN before testing materials for Kindergarten (includes ETK and K), grade 1, and grade 2 are sent to schools.
  5. ELPAC scoring and calibration training materials will be available to coordinators through MyPLN. Site ELPAC coordinators will have access to the training materials after they complete the 2020 Summative ELPAC Coordinators Requirements curriculum.

**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:



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

---

1. 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.
2. 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.

This document addresses the training requirements for the Summative ELPAC. Initial ELPAC requirements are included in REF-074501, 2019-20 Initial English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, Coordinators, and Support Staff, dated July 25, 2019.

### **II. Summative ELPAC Testing Window**

The Summative ELPAC Assessment testing window will be from February 3 to April 30, 2020. All eligible students enrolled at the school must be tested by April 30th. New eligible students who enroll at the school from May 1 to May 29, 2020 must be tested by the May 29<sup>th</sup> deadline.

Site ELPAC coordinators are responsible for creating a testing schedule within the District's timeline. TEs must adhere to the school's testing schedule, to properly secure testing materials, and to ensure students are tested in a timely manner.

### **III. Summative ELPAC Requirements for Principals and Site ELPAC Coordinators**

The principal and Site ELPAC coordinator must complete their respective requirements before the STB approves the access to 2020 Summative ELPAC school-based training materials and the release of K-2 test materials to schools.

#### Principal Requirements

Principals complete the two requirements listed below in the Principal's Portal at <https://principalportal.lausd.net/>. Please see Attachment B for instructions on how to navigate the webpage and how to complete each requirement.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

1. Electronically certify the 2019-20 ELPAC Security Affidavit and Agreement.
2. Designate an site ELPAC coordinator. A principal who serves as the site ELPAC coordinator at his/her school must enter his/her name in the Principal's Portal as a coordinator/designee and complete all the Initial ELPAC coordinator requirements.

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

### Site ELPAC Coordinator Requirements

The 2019-20 Initial ELPAC Coordinator Requirements curriculum is a prerequisite for site ELPAC coordinators to be enrolled in the 2020 Summative ELPAC Coordinators Requirements curriculum in MyPLN. Site ELPAC coordinators who completed the Initial ELPAC requirements previously do not have to complete the requirements again. The Initial ELPAC requirements include:

1. 2019-20 ELPAC Security Forms Coordinator Training
2. 2019-20 ELPAC Security Forms Coordinator Training Assessment
3. 2019-20 ELPAC Security Affidavit and Agreement – Electronic certification in STB Portal
4. 2019-20 Initial ELPAC Administration Instructions Coordinator Training
5. 2019-20 Initial ELPAC Administration Instructions Coordinator Training Assessment
6. 2019-20 Initial ELPAC Scoring Calibration Training – Face-to-face training facilitated by Multilingual Multicultural Education Department (MMED)\*

\* Item 6 must be completed before the coordinator is enrolled in the 2020 Summative ELPAC Coordinators Requirements curriculum in MyPLN. Make Up trainings should be arranged with the LD EL Coordinator.

The school staff member designated in the Principal's Portal as the site ELPAC coordinator who has completed the 2019-20 Initial ELPAC Coordinator Requirements curriculum will be automatically enrolled by STB in the 2020 Summative ELPAC Coordinators Requirements curriculum in MyPLN. Note that coordinators cannot self-enroll in the 2020 Summative ELPAC Coordinators Requirements curriculum. Site ELPAC coordinators will be automatically registered in the curriculum after they attend the 2019-20 Summative ELPAC Administration and Scoring Training.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

The 2020 Summative ELPAC Coordinators Requirements curriculum includes the following:

1. 2019-20 Summative ELPAC Administration and Scoring Training. This training is facilitated by the LD EL Coordinator in collaboration with STB.
2. ELPAC Introduction. This section provides an overview of the training materials section. Coordinators will have access to ELPAC grade level/span training materials after completing items 1 and 2.
3. Training Materials Section. This includes access to eight grade level/span courses designed for school site ELPAC coordinators and is required to be used to train the TEs.

### Delivery of Summative ELPAC Materials for K-2 Writing Domain

Although the Summative ELPAC has transitioned to a computer-based assessment, the Writing domain will remain a paper-pencil assessment for grades Kindergarten, grade 1, and grade 2. STB will release K-2 materials to schools where the principal and the site ELPAC coordinator complete their respective requirements.

Deliveries will start the week of January 22, 2020. Deliveries will be scheduled on a weekly basis and prioritized based on when requirements are completed. After the principal and site ELPAC coordinator complete their requirements, it will take 3-5 business days to release materials to schools.

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. Summative ELPAC Test Examiner and Proctor Requirements**

### Test Examiner (TE) Requirements

TEs must be credentialed LAUSD employees. Before administering any Summative ELPAC assessments or getting access to ELPAC TOMS, TEs must complete the following requirements:

1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training (MyPLN)
2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment (MyPLN)
3. Electronically certify the 2019-20 ELPAC Security Affidavit (STB Portal)
4. 2020 Summative ELPAC Test Examiner Training (MyPLN)



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

5. 2020 Summative ELPAC Test Examiner Training Assessment (MyPLN)
6. 2019-20 Summative ELPAC Administration and Scoring Training for Test Examiners. This face-to-face training is facilitated by the site ELPAC Coordinator at the school.

TEs will need access to ELPAC TOMS to administer computer-based domains of the Summative ELPAC. Access to ELPAC TOMS is granted by the site ELPAC coordinator after TEs have completed requirements 1-6 above. When creating TE ELPAC TOMS accounts, the site ELPAC coordinator must use the teachers' LAUSD emails. Accounts created with non-LAUSD emails will be deleted.

STB will monitor the completion of teacher requirements daily. ELPAC TOMS accounts for teachers who have not completed requirements 1-5 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 more than 20 students in grades three through twelve. Proctors do not need access to ELPAC TOMS, however because they will be in the testing room and have access to secure ELPAC materials, proctors are mandated to complete the following requirements:

1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training (MyPLN)
2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment (MyPLN)
3. Electronically certify the 2019-20 ELPAC Security Affidavit (STB Portal)
4. 2019-20 Summative ELPAC Proctor Orientation. This face-to-face training is facilitated by the site ELPAC Coordinator at the school.

## **V. Access to ELPAC TOMS**

### MyTOMS

MyTOMS (also known as TOMS) is a secure website that permits ELPAC users to perform several tasks for the ELPAC program based on their assigned role. For the 2019-20 school year, ELPAC TOMS and California Assessment of Student Performance and Progress (CAASPP) TOMS are integrated into a single TOMS.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

STB grants the site ELPAC coordinator access to TOMS after the coordinator completes all the requirements. Similarly, the site ELPAC coordinator grants teachers TE access to TOMS after teachers have completed their respective requirements as described in section IV above.

MyTOMS includes features such as:

- Access to the Test Administrator Interface for online testing and other applications.
- A user-friendly dashboard displaying information about test eligibility, testing windows, testing status, and student demographic information
- Page instructions that provide helpful instructions on how to complete the functions within MyTOMS
- A new notification center with easy access to important announcements
- Additional flexibility of access to testing programs and user roles for users with multiple roles
- A streamlined interface that uses graphics for improved navigation to functions and reports

### **VI. Administration and Scoring Training Requirements**

All ELPAC trainers and test examiners must be certified each year to administer and score the Summative ELPAC. The ELPAC trainer of trainers model is offered by MMED. Local District EL Program staff will schedule and announce training dates and locations for site ELPAC coordinators. Participation in this training is required to receive certification.

Site ELPAC coordinators will be trained to facilitate their respective 2020 Summative ELPAC school site training. In addition, coordinators will receive training on guidelines for handling testing irregularities, security breaches, and testing logistics. Upon completion of this training, coordinators will work with their school administrator to schedule the required school staff training for TEs and proctors.

For auditing purposes, schools are required to maintain evidence of the training 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.

### **VII. ELPAC Security Audits**

STB and Educational Testing Services (ETS), the ELPAC test contractor, will conduct audits during the year. The objective of the audit is to evaluate adherence to proper test security procedures and testing guidelines outlined in the 2019-20 Initial and Summative ELPAC Test Administration Manual



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

(published by ETS) and the 2019-20 Initial and Summative ELPAC Administration Instructions (published by STB). The audit will include the review of training materials, agendas and attendance rosters, inventory control forms, the inventorying of test booklets, the evaluation of storage facilities where secure test materials are kept when not in use, and the observation and evaluation of testing rooms.

Site ELPAC coordinators are required to facilitate TE and proctor trainings at their school. As evidence of completion of those trainings site ELPAC coordinators must keep copies of ELPAC training agendas and staff sign-in sheets. As indicated in the 2019-20 Initial ELPAC Administration Instructions, copies of training agendas and sign-in sheets, together with post-test documentation, must be submitted to STB when the school returns testing materials for the first time to the school's designated testing center. Proper training procedures must be followed for make-up training sessions. Copies of the paperwork must be submitted to the school's testing center and a copy must be kept at the school for auditing purposes.

### **RELATED RESOURCE:**

2020 Summative ELPAC Administration Instructions posted on STB Website  
<http://achieve.lausd.net/elpac>

2019-20 Initial ELPAC Administration Instructions posted on the STB website  
at <http://achieve.lausd.net/elpac>.

Memorandum 043983.2, 2019-20 Training for Test Examiners on the Computer-Based Summative English Language Proficiency Assessments for California (ELPAC).

State ELPAC Website at <http://www.elpac.org/>

District ELPAC Website at <https://achieve.lausd.net/elpac>

### **ASSISTANCE:**

For questions regarding this document, test security, and delivery of test materials, please contact STB at (213) 241-4104.

For questions regarding ELPAC Scoring Trainings or EL services, please contact your Local District EL program staff.



**INITIAL ELPAC REQUIREMENTS**  
**MyPLN Enrollment Instructions**

Online training requirements for Test Examiners (TE) and proctors are available in MyPLN. Site ELPAC coordinators, TEs, and proctors will enroll in a single curriculum for their specific role. The school staff member designated in the Principal's Portal as the site ELPAC coordinators will be enrolled in the coordinator curriculum.

1. 2020 Summative ELPAC Coordinator Requirements Curriculum
2. 2020 Summative ELPAC Test Examiner Requirements Curriculum
3. 2020 Summative ELPAC Proctor Requirements Curriculum

Registration Instructions for TEs and Proctors:

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

This table displays the requirements for each curriculum:

Curriculum	Requirements
<b><u>Site ELPAC Coordinator:</u></b>	<p>2019-20 Initial ELPAC Coordinator Requirement Curriculum</p> <ol style="list-style-type: none"> <li>1. 2019-20 ELPAC Security Forms Coordinator Training</li> <li>2. 2019-20 ELPAC Security Forms Coordinator Training Assessment</li> <li>3. 2019-20 ELPAC Affidavit and Agreement (STB electronic certification)</li> <li>4. 2019-20 Initial ELPAC Administration Instructions Coordinator Training</li> <li>5. 2019-20 Initial ELPAC Administration Instructions Coordinator Training Assessment</li> <li>6. 2019-20 Initial ELPAC Scoring Calibration and Training (This face-to-face training is facilitated by the Local District EL Coordinator)</li> </ol> <p>The 2019-20 Initial ELPAC Coordinator Requirement curriculum is a prerequisite for site ELPAC coordinators to be enrolled in the 2020 Summative ELPAC Coordinator Requirements Curriculum which includes the following requirements:</p> <ol style="list-style-type: none"> <li>1. 2019-20 Summative ELPAC Administration and Scoring Training. This training is facilitated by the Local District EL Coordinator in collaboration with Student Testing Branch.</li> <li>2. ELPAC Introduction.</li> <li>3. Training Materials Section.</li> </ol>
<b><u>ELPAC Test Examiner:</u></b>	<ol style="list-style-type: none"> <li>1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training (MyPLN)</li> <li>2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment (MyPLN)</li> <li>3. Electronically certify the 2019-20 ELPAC Security Affidavit (STB Portal)</li> <li>4. 2020 Summative ELPAC Test Examiner Training (MyPLN)</li> <li>5. 2020 Summative ELPAC Test Examiner Training Assessment (MyPLN)</li> <li>6. 2019-20 Summative ELPAC Administration and Scoring Training for Test Examiners. This face-to-face training is facilitated by the site ELPAC Coordinator at the school.*</li> </ol>
<b><u>ELPAC Proctor:</u></b>	<ol style="list-style-type: none"> <li>1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training (MyPLN)</li> <li>2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment (MyPLN)</li> <li>3. Electronically certify the 2019-20 ELPAC Security Affidavit (STB Portal)</li> <li>4. 2019-20 Summative ELPAC Proctor Orientation. This face-to-face training is facilitated by the site ELPAC Coordinator at the school.*</li> </ol>

\* The site ELPAC coordinator facilitates this training/orientation and monitors the completion of the requirement. The TE's/Proctor's MyPLN curriculum and transcripts do not reflect completion of this requirement.





**ELPAC REQUIREMENTS  
Principal’s Portal Instructions**

The Principal’s Portal has been improved for the 2019-20 school year. Although the State Testing Requirements remain the same for principals, the website layout has changed.

The Principal Requirements section (Figure 1) is updated when the principal completes requirements. As individual requirements are completed, the **Pending** flag will be replaced with the date when the requirement was completed.

Security Documents – Principal’s Certification

1. Click on the security affidavit and agreement link for each program (Figure 1)
2. Read the Security affidavit and agreement
3. Click on **I Accept all conditions on the CAASPP/ELPAC Security Affidavit and Security Agreement**
4. Click on **Certify** at the bottom of the screen
5. Click on **Return to Testing Menu**. The date when the affidavit and agreement are certified will display under the Completed Date column

Designation of POC and CAASPP, ELPAC, PFT, and Technology Coordinators

1. In the Principal’s Portal landing page, click on the [Click here to assign](#) link
2. For each program click on the people finder icon
3. Type the designee’s LAUSD email address and select your staff member’s name from the dropdown menu
4. Go to the bottom of the page and click on **Submit**
5. Return to the State Testing Programs landing page. The designee’s name will be displayed in the coordinators table (Figure 1) and in the table for the appropriate testing program (Figure 2)
6. As the coordinator completes his/her requirements, the **Pending** flag will be replaced with the date when the requirement is completed (Figure 2)

Figure 1

Security Documents Certification	Due Date	Complete Date
CAASP Security Affidavit and Agreement (Electronic certification)	8/9/2019	Pending
ELPAC Security Affidavit and Agreement (Electronic certification)	8/9/2019	Pending

  

Assign Coordinators <a href="#">Click here to assign</a>	Due Date	Date Assigned
CAASPP Coordinator*:	8/9/2019	Pending
ELPAC Coordinator*:	8/9/2019	Pending
Fitnessgram Coordinator*:	8/9/2019	Pending
Point-of-Contact*:	8/9/2019	Pending
Technology Coordinator*:	8/9/2019	Pending

Figure 2

ELPAC Coordinator Requirements	Requirements	Due Date	Complete Date
Coordinator:	2019-20 ELPAC Security Forms Coordinator Online Training and Assessment	8/19/2019	Pending
Email:	2019-20 ELPAC Security Forms Electronic Certification in STB Portal	8/19/2019	Pending
Employee #:	2019-20 Initial ELPAC Administration Instructions Online Training and Assessment	8/19/2019	Pending
	2019-20 Initial ELPAC Calibration Training (Facilitated by LD)	8/30/2019	Pending
	2019-20 Summative ELPAC Administration Instructions Online Training and Assessment	1/17/2020	Pending
	2019-20 Summative ELPAC Calibration Training (Facilitated by LD)	1/31/2020	Pending