

# 2023-24 Initial ELPAC and Initial Alternate ELPAC Coordinator Checklist

This Checklist is a tool created to assist the coordinator in preparing and managing Initial ELPAC and Initial Alternate ELPAC administration. The checklist contains a non-exhaustive list of key tasks to be completed *Before, During, and After* testing.

<b>BEFORE TESTING</b>	
	<b>Complete Initial ELPAC Coordinator Training Requirements</b>
	<ol style="list-style-type: none"> <li>1. <b>2023-24 ELPAC Security Forms Coordinator Requirements (MyPLN)</b> <ol style="list-style-type: none"> <li>a. 2023-24 ELPAC Security Forms Coordinator Training</li> <li>b. 2023-24 ELPAC Security Affidavit and Agreement (sign electronically in STB Portal via MyPLN)</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>2. <b>2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training</b> <ol style="list-style-type: none"> <li>a. Facilitated by STB</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>3. <b>2023-24 Initial ELPAC TE Training and Calibration</b> <ol style="list-style-type: none"> <li>a. Facilitated by Region MMAL Team and completed in Moodle</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>4. <b>2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification (Moodle Training Site)</b> <ol style="list-style-type: none"> <li>a. Mandatory if Summative Alternate ELPAC Moodle training was NOT completed in 2022-23</li> </ol> </li> </ol>
	<b>Verify Completion of Initial ELPAC Training Requirements for ALL TEs and Proctors</b>
	<ol style="list-style-type: none"> <li>1. Verify Test Examiners (TEs) and Proctors complete training requirements 1a and 1b in the STB Portal. <ul style="list-style-type: none"> <li>• <b>STB Website &gt; STB Portal &gt; Security Forms &gt; Reports</b></li> </ul> </li> <li>2. Designate Initial/Initial Alternate ELPAC Test Examiners for your school in the STB Portal. <ul style="list-style-type: none"> <li>• STB will create Moodle Accounts for individuals who do not currently have an account. <ul style="list-style-type: none"> <li>○ USERS DO NOT CREATE THEIR OWN ACCOUNT!</li> </ul> </li> </ul> </li> <li>3. Facilitate school-based training. <ul style="list-style-type: none"> <li>• Create and maintain sign-in sheets and agendas for ALL trainings.</li> </ul> </li> <li>4. Share the <b>SECURE</b> Initial /Initial Alternate ELPAC Moodle Key(s) with TEs who you have designated.</li> <li>5. Collect Moodle Calibration Certificates from each TE.</li> </ol>
	<p><b>Test Examiner Training Requirements:</b></p> <ol style="list-style-type: none"> <li>1. <b>2023-24 ELPAC Security Form TE and Proctor Requirements (MyPLN)</b> <ol style="list-style-type: none"> <li>a. 2023-24 ELPAC Security Form TE and Proctor Training</li> <li>b. 2023-24 ELPAC Security Affidavit (sign electronically in STB Portal via MyPLN)</li> </ol> </li> <li>2. <b>2023-24 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training</b></li> <li>3. <b>2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration - (Moodle Training Site)</b> <ol style="list-style-type: none"> <li>a. Mandatory for all TEs administering the Initial ELPAC</li> </ol> </li> <li>4. <b>2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification (Moodle Training Site)</b> <ol style="list-style-type: none"> <li>a. Mandatory for all TEs administering the Initial Alternate ELPAC who did not complete Summative Alternate ELPAC Moodle training in the 2022-23 school year.</li> </ol> </li> </ol>

	<p><b>Proctor Training Requirements:</b></p> <ol style="list-style-type: none"> <li>1. <b>2023-24 ELPAC Security Form TE and Proctor Requirements (MyPLN)</b> <ol style="list-style-type: none"> <li>a. 2023-24 ELPAC Security Forms TE and Proctor Training</li> <li>b. 2023-24 ELPAC Security Affidavit (sign electronically in STB Portal via MyPLN)</li> </ol> </li> <li>2. <b>2023-24 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training</b></li> </ol>
	<p>Create and manage all Test Examiner TOMS accounts for TEs <b>after</b> verifying all training requirements have been completed.</p>
<p><b>Preparing for Initial ELPAC Administration</b></p>	
	<p>Bookmark the following websites on your computer:</p> <ul style="list-style-type: none"> <li>• ELPAC homepage <a href="https://elpac.org">https://elpac.org</a></li> <li>• STB Website <a href="https://www.lausd.org/testing">https://www.lausd.org/testing</a></li> </ul>
	<p>Frequently download the <i>Initial ELPAC and Initial Alternate ELPAC Student Eligibility Report</i> from TOMS.</p>
	<ol style="list-style-type: none"> <li>1. Collaborate with Special Education team to identify students who are eligible for the Initial Alternate ELPAC (Review FAPE 2 Part 4 of IEP and Section K Report).       <ol style="list-style-type: none"> <li>a. Assign eligible students the Initial Alternate ELPAC in TOMS.</li> </ol> </li> <li>2. Communicate with Special Education team to review designated supports and accommodations for students with IEPs and Section 504 Plans.</li> <li>3. Share with staff the process for documenting designated supports using <a href="#">Attachment A</a>.       <ol style="list-style-type: none"> <li>a. Collect completed Attachment A documents from all staff.</li> </ol> </li> <li>4. Enter identified designated supports/accommodations in TOMS for all students who require them.</li> </ol>
	<p>Receive, inventory, and securely store Initial ELPAC K-2 Writing Answer Books.</p>
	<p>Develop and share testing schedules with school staff.</p>
	<p>Review Test Security and room environment regulations (Refer to <i>2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Instructions</i>) <i>STB website &gt; Coordinator Resources &gt; Administration Instructions</i></p> <ul style="list-style-type: none"> <li>• Print "<a href="#">Testing-Do Not Disturb</a>" and "<a href="#">Unauthorized Electronic Devices</a>" signs.</li> <li>• Verify instructional resources are covered or removed from the walls/bulletin boards.</li> </ul>
	<p>Print and prepare an ELPAC Daily Inventory Control Form for each Test Examiner (including coordinator).</p> <ul style="list-style-type: none"> <li>• Develop and share protocol with Test Examiners for checking out/in student logon credentials, earbuds, Student Score Sheets (grades 3-12 Speaking), printed Directions for Administration (DFAs), and K-2 Writing materials.</li> </ul>
	<p>Ensure Secure Browsers are installed/updated on student testing devices (Contact ITS to ensure timely device setup.)</p>
	<p>Ensure Test Examiners have an updated device (e.g., laptop, Chromebook, etc.) to utilize during testing.</p> <ul style="list-style-type: none"> <li>• Chrome and /or Firefox browsers must be updated as well.</li> </ul>
	<p>Print, prepare, and securely store student logon credentials. <b><i>MISIS &gt; Reports &gt; Testing &gt; State Testing Label/State Testing Roster</i></b></p>
	<p>Print Student Score Sheets for grades 3-12 Speaking administration (last page of DFA).</p>

	<p>Prepare K-2 Answer Books for Writing Domain</p> <ul style="list-style-type: none"> <li>Organize K-2 Writing Answer Books for eligible students</li> <li>No. 2 pencils with erasers for Test Examiners and students (K-2 Writing)</li> </ul>
	<p>Distribute the <i>Initial ELPAC Parent Notification</i> (published by MMED) prior to testing students enrolled after September 1. <a href="https://achieve.lausd.net/Page/180#spn-content">https://achieve.lausd.net/Page/180#spn-content</a></p>
	<p>Verify that all eligible students have an SSID and an English Language Acquisition Status (ELAS) of To Be Determined (TBD) in TOMS <b>before</b> attempting to test.</p>
	<b>DURING TESTING</b>
	<p>Use the <a href="#">Completion Status Portal</a> to monitor test completion per domain.</p> <ul style="list-style-type: none"> <li><a href="#">Completion Status Reports Quick Guide</a> is located in Coordinator Resources.</li> </ul>
	<p>Monitor the following for grades K-2 Initial ELPAC:</p> <ul style="list-style-type: none"> <li>Speaking scores are documented on Student Score Sheet and scores are entered in the DEI.</li> <li>Writing responses are scored and documented on the Student Score Sheet and entered in the DEI.</li> </ul>
	<p>Monitor the following for grades 3-12 Initial ELPAC:</p> <ul style="list-style-type: none"> <li>Speaking Scores are documented on the Student Score Sheet and entered in the DEI.</li> <li>Students' responses for the Writing domain are scored and Marked Complete in the Teacher Hand Scoring System (THSS).</li> </ul>
	<p>Provide direction and assistance to Test Examiners and Proctors during testing.</p>
	<p>Monitor that Test Examiners are adhering to all test security policies and practices.</p> <ul style="list-style-type: none"> <li>Ensure proper handling of all printed test materials.</li> <li>Collect <b>daily</b>, all test materials, Student Score Sheets and student logon credentials to keep in a secure location until testing concludes.</li> <li>Destroy scratch paper daily, immediately after testing.</li> </ul>
	<p>Create STAIRS to report any testing impropriety, irregularity, or security breach. Immediately call STB to report any security breach.</p>
	<b>AFTER TESTING</b>
	<p><b>ALL SCHOOLS</b></p> <ul style="list-style-type: none"> <li><b>ELPAC Coordinators must keep complete documentation of training and test administration for 2 years.</b> <ul style="list-style-type: none"> <li>ATT A, B, and C from Initial ELPAC Administration Instructions</li> <li>Agendas and sign-in sheets for Initial ELPAC school-based trainings (ATT D1 and D2)</li> <li>Moodle Certificates</li> <li>Inventory Control forms</li> <li>ELPAC STAIRS and Appeals Report (TOMS)</li> </ul> </li> <li><b>The following documents must be scanned as a single PDF or jpeg file and uploaded into STB Portal by Oct. 31, 2023.</b> <ul style="list-style-type: none"> <li>ATT A- Certification of Proper Test Administration</li> <li>ATT B- Daily Inventory Control Form</li> <li>ATT C- List of All Initial ELPAC TEs</li> <li>ATT D1- Dated Initial ELPAC Training Agenda(s)</li> <li>ATT D2- Initial ELPAC School-Based Training Sign-in Sheet(s)</li> </ul> </li> </ul>

### RSVP SCHOOLS

- Place ELPAC pre-ID labels (provided by STB) on K-2 Writing Answer Books prior to submitting to Region Testing Center in November.
  - Refer to instructions included with label shipment.
- Monitor TOMS and print Student Score Reports as they become available.
- **Securely store all Initial ELPAC Student Score Sheets (grades 3-12 Speaking domain).**
  - Shred once student receives 2024 Summative ELPAC scores.
- **Securely store all Initial ELPAC Writing Answer Books used for test administration after the November turn-in until June 2024.**
  - **Voided and unused answer books will also be collected on the final turn-in dates.**

### **Non-RSVP SCHOOLS**

- **Securely store all Initial ELPAC Writing Answer Books until June 2024.**
  - **Voided and unused answer books will also be collected on the final turn-in dates.**
- Monitor TOMS and print Student Score Reports as they become available.
- Maintain Student Score Sheets (grades 3-12 Speaking domain) in a secure location. Shred once student receives 2024 Summative ELPAC scores.