

2023-24 Summative ELPAC and Summative Alternate ELPAC Coordinator Checklist

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

✓	BEFORE TESTING
	Prerequisite Summative ELPAC and Summative Alternate ELPAC Coordinator Training Requirements
	<p>Complete the 2023-24 Initial ELPAC Coordinator Requirements</p> <ol style="list-style-type: none"> 1. <i>2023-24 ELPAC Security Forms Coordinator Requirements</i> (MyPLN) 2. Electronically sign the <i>2023-24 ELPAC Security Affidavit</i> (STB Portal via MyPLN) 3. <i>2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training</i> (Zoom webinar) 4. <i>2023-24 Initial ELPAC TE Training and Calibration</i> - (Moodle Training Site) 5. <i>Initial Alternate ELPAC -Test Examiner Certification</i> - (Moodle Training Site)
	Summative ELPAC Coordinator and Summative Alternate ELPAC Coordinator Training Requirements
	<p>Complete the Summative ELPAC Coordinator Requirements in MyPLN:</p> <ol style="list-style-type: none"> 1. <i>2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Coordinator Training</i> (facilitated by STB) 2. <i>2023-24 LAUSD Summative ELPAC Test Examiner Training and Calibration</i> (facilitated by Region MMAL Teams) <ul style="list-style-type: none"> • Access Moodle key in the STB Portal • Complete calibration for all of the grade levels serviced by the school site. 3. <i>2023-24 LAUSD Summative Alternate ELPAC Test Examiner Certification</i> <ul style="list-style-type: none"> • Access Moodle key in the STB Portal
	Designating Test Examiners (TEs) in the STB Portal <i>STB Portal > Security Forms > Reports > ELPAC</i>
	<p>Designate Summative ELPAC TEs in the STB Portal after verifying that they have completed the following Summative ELPAC Security Training Requirements:</p> <ol style="list-style-type: none"> 1. <i>2023-24 ELPAC Security Forms TE and Proctor Requirements</i> (MyPLN) 2. Electronically sign the <i>2023-24 ELPAC Security Affidavit</i> (STB Portal via MyPLN) <p>TEs who completed these 2 requirements in the fall do NOT need to complete them again. STB will create Moodle accounts for TEs who require them AFTER they are designated in the STB Portal by the ELPAC Coordinator.</p>
	Security Training for Proctors <i>STB Portal > Security Forms > Reports > ELPAC</i>
	<p>Verify that all proctors completed the following Summative ELPAC Training Requirements:</p> <ol style="list-style-type: none"> 1. <i>2023-24 ELPAC Security Forms TE and Proctor Requirements</i> (MyPLN) 2. Electronically sign the <i>2023-24 ELPAC Security Affidavit</i> (STB Portal via MyPLN) <p>Non-District BIIIs and BIDs must sign a hard copy of the ELPAC Affidavit (available in Coordinator Resources).</p>
	School-based Training for TEs and Proctors
	<p>Prepare and facilitate the <i>2023-24 Summative ELPAC and Summative Alternate ELPAC Administration School-based Training</i> for Test Examiners and Proctors at your school site.</p> <ul style="list-style-type: none"> • Use STB's <i>2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Coordinator Training</i> presentation and customize it for your school (available in Coordinator Resources). <ul style="list-style-type: none"> ○ Include the protocol for daily checking out/in student logon credentials, earbuds, Student Score Sheets, printed DFAs, and K-2 Writing materials. ○ Ensure that Pause and Expiration Rules are reviewed. <p>Maintain all sign-in sheets and agendas (see Attachments in <i>2023-2024 Summative ELPAC and Summative Alternate ELPAC Administration Instructions</i>).</p>
	Moodle Calibration Training for TEs
	<p>Coordinators will securely share the respective Moodle key with TEs who have completed the security requirements and the school-based training. Coordinators will collect and maintain all TEs' Moodle Calibration Certificates.</p> <ul style="list-style-type: none"> • All TEs administering the Summative ELPAC will complete the <i>2023-24 LAUSD Summative ELPAC Test Examiner Training and Calibration</i> in Moodle. https://moodle.caaspp-elpac.org/login/index.php <ul style="list-style-type: none"> ○ TEs will complete calibration for each grade level they will administer the Summative ELPAC. • All TEs administering the Summative Alternate ELPAC will complete the <i>2023-24 LAUSD Summative Alternate ELPAC Test Examiner Certification</i> in Moodle.

Preparing for ELPAC Administration	
	Bookmark the following websites on your computer: <ul style="list-style-type: none"> • ELPAC homepage https://elpac.org • STB Website https://achieve.lausd.net/testing
	Receive, inventory and securely store K-2 Writing Answer Books.
	Create and manage all school-level TOMS accounts for TEs after verifying all trainings have been completed.
	Review <i>2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Instructions</i> (STB website > Coordinator Resources)
	Access the <i>Summative ELPAC and Summative Alternate ELPAC Student Eligibility Report</i> in TOMS to verify Summative ELPAC eligibility.
	Assign the Summative Alternate ELPAC in TOMS to eligible students.
	Evaluate student demographic data in TOMS to ensure that all ELs are listed in TOMS at the correct grade level.
	Submit your testing schedule in the STB Portal; taking into consideration: the number of available testing devices, number of eligible students, number of students requiring a separate test setting, and the time required to complete the assessment.
	Distribute the <i>Summative ELPAC and Summative Alternate ELPAC Parent Notification</i> (MMED website) to students who enrolled after January 8, 2024. https://achieve.lausd.net/Page/180#spn-content
	Ensure Secure Browsers are installed and updated on student testing devices (contact ITS ahead of time). Note: Students testing with tablets in grades 3-12 will require external keyboards.
	Ensure Test Examiners have an updated device (e.g., laptop, Chromebook, desktop) to utilize during testing.
	Print and prepare <i>Summative ELPAC and Summative Alternate ELPAC Daily Inventory Control Forms</i> for Test Examiners.
	Print, prepare, and securely store student logon credentials via MiSiS. MISIS > Reports > Testing > Smarter Balanced > SBA Label and Student Roster
	Print Student Score Sheets for Speaking (located in DFA) for Test Examiners.
	Share DFA form assignment with TEs. Optional: Print DFAs for TEs (TOMS > Resources). Printed DFAs are secure and must be checked out/in daily.
	Ensure Test Examiners and students are accessing ELPAC.org to engage in ELPAC Practice and Training Tests.
	Prepare K-2 Writing Answer Books.
	Review Security of the Test Environment , prepare materials and rooms for testing. <ul style="list-style-type: none"> • “Do Not Disturb” and “Unauthorized Electronic Devices” signs • Student logon credentials • No. 2 pencils with erasers for test examiners (all) and students (K-2 Writing) • Earbuds and scratch paper for grades 3-12 • Student Score Sheets • Instructional resources must be covered or removed from the walls/bulletin boards
Designated Supports and Accommodations	
	Communicate with the Special Education team to review designated supports and accommodations for students with IEPs and Section 504 Plans.
	Verify Alternate ELPAC eligibility and assign the test to students enrolled after January 11.
	Collect and maintain documentation for students who require designated supports. Use Attachment A from the <i>2023-24 LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP Reference Guide</i> .
	Enter identified designated supports/accommodations in TOMS for all students who require them at least 2-3 days prior to testing.
✓	During Testing
	Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed. Use the Completion Status system to monitor test completion rates.
	Monitor that Speaking Scores are documented on the Student Score Sheet and entered in the DEI.
	Provide direction and assistance to Test Examiners and proctors during testing.
	Monitor that Test Examiners are adhering to all test security policies and practices.
	Ensure proper handling of all printed test materials and scratch paper. Collect and securely store all test materials and student logon credentials each day of testing. Destroy scratch paper daily, immediately after each testing session.
	Create a STAIRS in TOMS for any expired test, testing incident or security breach. Immediately report any security breach to the Student Testing Branch after learning of the incident. Call 213-241-4104 to obtain proper guidance.
✓	After Testing

	Maintain Student Score Sheets in a secure location until Summative ELPAC scores are received. Shred once Summative ELPAC scores are available
	Refer to the <i>2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Instructions</i> for guidance on packaging and returning scoreable K-2 Writing Answer Books to the assigned Testing Center according to collection schedule (complete and submit Attachment A from the <i>2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Instructions</i> with scoreable Writing Answer Books).
	Refer to <i>2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Instructions</i> and upload all required documentation to the STB Portal. STB Portal > Post-Test Documentation