District, State and National Assessments

English Language Proficiency Assessments for California (ELPAC)

2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Instructions

Los Angeles Unified School District
Office of Data and Accountability
Student Testing Branch

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2023-24 Initial English Language Proficiency Assessments for California (ELPAC)

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FACT SHEET

2023-24 Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC

Background

The ELPAC is the required state test for English Language Proficiency (ELP) that must be given to students whose primary language is a language other than English.

State and federal laws require that Local Educational Agencies (LEAs) 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. The ELPAC is aligned with the 2012 California English Language Development Standards and is comprised of two separate ELP assessments, Initial and Summative:

- The Initial ELPAC is used for the initial identification of students as English learners or initially fluent in English
- The Summative Assessment (SA) measures a student's progress in learning English and to identify the student's ELP level

The State has developed the Summative Alternate ELPAC and the Initial Alternate ELPAC. Individualized Education Program (IEP) teams must consider a student's individual characteristics when determining whether a student with a disability should participate in general statewide assessments, with or without accessibility resources, with or without domain exemptions for ELPAC, or participate in the alternate assessments. IEP teams should use the Alternate Assessment Decision Confirmation Worksheet (PDF) to determine whether a student is eligible to participate in the Alternate ELPAC.

ELPAC Windows

State Initial ELPAC and Initial Alternate ELPAC: August 14, 2023 – June 11, 2024
State Summative ELPAC and Summative Alternate ELPAC: February 1, 2024– May 31, 2024

Test Blueprints

The Test Blueprints for the Initial ELPAC and Definition of Task Types were approved and adopted by the State Board of Education.

Initial ELPAC Administration Overview

Below are some of the basic administration facts about the Initial ELPAC:

- The kindergarten through grade two Writing domain will continue to be administered as a paper-pencil test.
- The Initial ELPAC is administered in Universal Transitional Kindergarten (UTK) through grade 12 in six grade spans (K, 1, 2, 3–5, 6–8, 9–12).
- The Initial ELPAC is administered in four domains: Listening, Speaking, Reading, and Writing.
- UTK - grade two (2) students are administered the test one-on-one, although grade 2 Writing may be administered in a small group of 10 or less.
- Speaking in all grades are administered one-on-one and scored by a trained Test Examiner "in real time"
- Group administration is available for Listening, Reading and Writing in grades 3–12.
- The Initial Assessment is shorter than the Summative Assessment.

2023-24 INITIAL ELPAC ASSESSMENT CRITICAL DATES

Delivery Of Earbuds And K-2 Answer Books

Materials	Testing Window	Notes
Earbuds Grades 3-12	8/8/23 – 8/10/23	Schools will receive a new set of earbuds for students who are identified as English Learners and need to take the Summative ELPAC/CAASPP in spring 2024. This is in addition to the earbuds schools will receive for i-Ready testing.
K-2 Writing Answer Books	8/16/23 – 8/31/23	K-2 Writing Answer Books will be delivered only to schools where the Principal and Coordinator complete their respective requirements.

Rotating Score Validation Process (RSVP) Schools – Collections

(See Attachment K - 2023-24 List of RSVP Schools)

Testing Window	Collection Dates	Testing Center
8/14/23 – 10/31/23 (RSVP WINDOW)	11/15/23 – 11/16/23	Regional Testing Center
11/1/23 – 6/4/24	6/3/24 – 6/4/24	Regional Testing Center
6/5/24 – 6/11/24	6/11/24	Central Testing Center[1]

[1] Schools are required to test eligible students through the last day of school. For students tested after the last collection (6/3/24 and 6/4/24), schools are required to hand-deliver K-2 materials to Central Testing Center, located at 2151 North Soto Street, Los Angeles, CA 90032.

Non-RSVP Schools – Collections

Testing Window	Collection Dates	Testing Center
8/14/23 – 6/4/24	6/3/24 – 6/4/24	Regional Testing Center
6/5/24 – 6/11/24	6/11/24	Central Testing Center[1]

[1] Schools are required to test eligible students through the last day of school. For students tested after the last collection (6/3/24 and 6/4/24), schools are required to hand-deliver K-2 materials to Central Testing Center, located at 2151 North Soto Street, Los Angeles, CA 90032.

2023-24 INITIAL ELPAC ADMINISTRATION INSTRUCTIONS

The information in this document must be used in conjunction with the [Initial ELPAC Online Test Administration Manual](#), These Administration Instructions address the in-person administration of the Initial ELPAC.

WHAT IS NEW!

- ELPAC Interim Assessments will be available for administration in mid-October. Additional guidance regarding the use of Interim Assessments will be provided by the Multilingual Multicultural Education Department (MMED) in fall 2023.

IMPORTANT REMINDERS

- Test preparation and administration procedures for the ELPAC Online Assessments must be conducted in accordance with State regulations and District guidelines.
- The Site ELPAC Coordinator must ensure that all staff members with access to testing materials read, agree to, and electronically sign the ELPAC Security Affidavit in the Student Testing Branch (STB) Portal and have completed the MyPLN 2023-2024 ELPAC Security Forms TE and Proctor Training before handling testing materials or accessing online tests.
- No parent waivers are available for ELPAC based on federal and state accountability requirements.
- Kindergarten guidelines apply to UTK and TK students.
- Students enrolled on the first day of school (August 14, 2023) must be tested by September 12, 2023.
- Students enrolled after the first day of school must be tested within 2 weeks of being placed in a program, per MMED's policy.

Administration

- All items within a domain must be administered in the order presented. Do not break up testing within a domain.
- The Student Score Sheet located at the back of each Writing Answer Book and DFA must be used to document K-2 Speaking scores and K-2 Writing scores before entering scores in the Data Entry Interface (DEI).
- The Student Score Sheets for grades 3-12 are in the respective Directions for Administration (DFA) and must be used to document grades 3-12 Speaking Scores.
- K-12 Speaking scores and K-2 Writing scores must be entered in the DEI immediately after testing the student with the respective domain. DO NOT wait until the end of the week or the end of the testing window to enter scores in the DEI.
- Writing responses for students in grades 3-12 must be scored in the Teacher Hand Scoring System (THSS) by the Test Examiner (TE) who administered the test.
- A Student Score Report (SSR) will not be generated until after all tests are administered and all scores are entered in the appropriate application.
- K-2 Writing Answer Books with student or TE marks must not be reused.
- Schools are required to maintain evidence of staff training by providing documentation to the Student Testing Branch.

Submitting Materials to Testing Center

- The California Department of Education (CDE) has randomly selected some LAUSD schools to participate in the [Rotating Score Validation Process (RSVP)](#).
  - o RSVP schools will return K-2 Answer Books to their assigned Testing Center on November 15-16, 2023 for students tested between August 14 - October 31, 2023.
  - o All K-2 Answer Books for non-RSVP schools and for those students tested by RSVP schools after October 31 will be returned to the school's assigned Testing Center in June 3-4, 2024.
  - o A roster of K-2 students tested is required when submitting K-2 materials to the Testing Center. Package Writing Answer Books in the same order as the names on the roster to allow for proper processing and to prevent delays at the Testing Center. (See Attachment M for sample Roster)

INITIAL ELPAC TRAINING REQUIREMENTS

The Principal, ELPAC Coordinators, Test Examiners, and Proctors are required to participate in their respective ELPAC trainings before receiving access to online ELPAC applications, administering any ELPAC tests and/or being present during test administration. For details, see REF-143508, 2023-24 Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC Requirements for Principals, Coordinators, and Support Staff for training requirements. The release of Initial ELPAC K-2 Writing Answer Booklets to schools, is dependent on both the Principal and Coordinator completing their respective requirements.

Principals

Principals must complete the following two requirements via the [Principal's Portal](#) for release of Initial ELPAC materials and for the ELPAC Coordinator to receive their TOMS account. Principals who do not have access to the Principal's Portal should contact the Student Test Branch (STB) at (213) 241-4104.

1. Electronically certify ELPAC Test Security Agreement and Affidavit.
2. Designate a site ELPAC Coordinator. Principals who serve as the site ELPAC Coordinator at the school must designate themselves as site ELPAC Coordinator in the Principal's Portal and complete all the site ELPAC Coordinator requirements and principal requirements.

ELPAC Coordinators

The Site ELPAC Coordinator will be automatically enrolled in the 2023-24 ELPAC Security Forms Coordinator Requirements curriculum in MyPLN when the Principal designates the ELPAC Coordinator in the Principal's Portal. The curriculum includes the following requirements.

1. 2023-24 ELPAC Security Forms Coordinator Requirements curriculum in (MyPLN)
   a. 2023-24 ELPAC Security Forms Coordinator Training in MyPLN
   b. 2023-24 ELPAC Security Agreement and Affidavit (Certify in the Student Testing Branch (STB) Portal via MyPLN)
2. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training (facilitated by STB)
3. 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration (Complete in Moodle for the appropriate grade span)
4. 2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification (Moodle). This requirement is mandatory for any ELPAC Coordinator who did not complete the 2022-23 Summative Alternate ELPAC Test Examiner Certification course last year.

Release of 2023-24 Initial ELPAC Materials

The release of Initial ELPAC K-2 Writing Answer Books by STB to schools is dependent on both the Principal and Coordinator completing their respective requirements.

Test Examiners

Test Examiners (TEs) should be credentialed LAUSD employees. However, at the discretion of the Principal, trained Teacher's Assistants and Paraprofessionals may serve as Initial ELPAC TEs. Teacher's Assistants and Paraprofessionals may NOT administer the Initial Alternate ELPAC. Test Examiners must be certified each year to administer and score the ELPAC. TEs are required to complete the four requirements listed below before receiving access to Initial ELPAC secure materials, administering any ELPAC assessments, or receiving access to TOMS:

1. 2023-24 ELPAC Security Form TE and Proctor Requirements curriculum in MyPLN
   a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training
   b. 2023-24 ELPAC Security Affidavit
2. 2023-24 Initial and Initial Alternate ELPAC Administration School-based Training
3. 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration (Moodle) – Calibrate for the grade level(s) the TE will test
4. 2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification (Moodle) - This requirement is mandatory for any ELPAC TE who is administering the Initial Alternate ELPAC who did not complete the 2022-23 Summative Alternate ELPAC Test Examiner Certification course last year

Test Examiners will need access to ELPAC TOMS to administer the Initial ELPAC. Access to ELPAC TOMS is granted by the site ELPAC Coordinator after Test Examiners have completed the requirements above. STB will monitor the completion of teacher requirements daily. ELPAC TOMS accounts for teachers who have not completed requirements 1-3 above will be deactivated.

When creating Test Examiner ELPAC TOMS accounts, the site ELPAC Coordinator must use the teachers' LAUSD emails. Accounts created with non-LAUSD emails will be deleted.

Proctors

Proctors must be employees of the school district. Trained paraeducators are permitted to proctor and assist in the administration of the ELPAC (e.g., monitor students during testing). Proctors assist Test Examiners during group administration of 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 required to complete security requirements. Proctors are mandated to complete the following requirements:

1. 2023-24 ELPAC Security Form TE and Proctor Requirements (via MyPLN)
   a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training
   b. 2023-24 ELPAC Security Affidavit
2. 2023-24 Initial and Initial Alternate ELPAC Administration School-based Training

Non-District Behavior Intervention Implementation (BIIs) support providers as prescribed by a student's IEP, without access to the MyPLN curriculum and the STB Portal, must sign and submit a hard copy of the 2023-24 ELPAC Test Security Affidavit posted at the STB Coordinator Resources Webpage https://achieve.lausd.net/Page/7670. These would include those BIIs who support students during instructional time. A BII cannot serve as a Proctor. They are there only to provide support to the student with the prescribed IEP.

MMED Requirements

State regulations require that the ELPAC Coordinator conduct annual training for examiners, proctors, and scribes administering or overseeing any state tests.

All ELPAC trainers and Test Examiners must be certified each year to administer and score the Initial ELPAC. The ELPAC Trainer of Trainers model is coordinated by MMED in collaboration with STB. MMED and Multilingual Multicultural Academic Language (MMAL) Teams 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 2023-24 Initial ELPAC school-based 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 Test Examiners and proctors.

Training Agenda Topics

The Site ELPAC Coordinator must train ELPAC Test Examiners every year. Site ELPAC Coordinators should meet with the Principal to establish training times and dates. An agenda and sign-in sheet are required for the training. Agenda topics 1-12 must be included on the agenda and each topic must be addressed by the Site ELPAC Coordinator as it pertains to the school. Additional topics should be added to the agenda as needed.

Initial ELPAC Testing Window and School Testing Schedule

1. Training Requirements
    a. TE and Proctor Requirements
    b. Moodle Training and Requirements
2. Activating ELPAC TOMS Accounts
    a. Signing TOMS Affidavit
3. Accessibility Resources
    a. Review The California Assessment Accessibility Resources Matrix
    b. Review Attachment A from REF-133914 2022-23 LAUSD Accessibility and Accommodations Guidelines for ELPAC and California Assessment of Student Performance and Progress (CAASPP)
4. Preparing for Test Administration
    a. Technology
    b. Testing Room Environment and Signage
5. Creating a Test Session
6. Initial ELPAC Test Administration (Reading, Writing, Listening, and Speaking)
7. DEI and THSS
    a. Student Score Sheets
8. How to Monitor Test Completion
    a. Procedures for Make-up Testing
9. Security Procedures
    a. Inventory Control Form
    b. Reporting Testing Incidents
10. Crisis Alert Response System (CARS) and Audits
11. Initial Alternate ELPAC Test Administration (if applicable)
12. School Logistics (plan for student who finish early)

For auditing purposes, schools are required to maintain evidence of the Initial ELPAC school-based training. Site Coordinators should maintain the 2023-24 Initial ELPAC School-Based Training Agenda, 2023-24 and Initial ELPAC School-Based Sign-In Sheets for this purpose. These two documents will also be uploaded to the STB Portal by October 31, 2023.

MOODLE

Moodle Accounts

Teachers and staff members scheduled to complete the Moodle training MUST NOT create their own Moodle accounts. Moodle accounts will be created by STB for ELPAC Coordinators (who do not already have one) after they are designated in the Principal's Portal. Moodle accounts will be created by STB for Test Examiners (who do not already have one) after they are designated as a TE in the STB Portal by the ELPAC Coordinator.

After the Moodle account is created, staff will receive an email from moodlesupport@scoe.net with their username and temporary password. Returning ELPAC coordinators and TEs who already have a Moodle account should use their existing credentials to access Moodle. If you forgot your credentials, go to the Moodle site (https://moodle.caaspp-elpac.org/login/index.php), click on Forgot Password?, and then search by your LAUD email address.

Moodle Keys

ELPAC Coordinators will be able to access their school-specific Moodle Keys in the STB Portal through the Moodle link after the following requirements have been completed:

- Principal has signed the ELPAC Affidavit and Agreement in the Principal's Portal
- Principal has designated the ELPAC Coordinator in the Principal's Portal
- ELPAC Coordinator has completed the 2023-24 ELPAC Security Forms Coordinator Training
- ELPAC Coordinator has electronically signed the 2023-24 ELPAC Security Agreement and Affidavit

Initial ELPAC calibration training and Initial Alternate ELPAC training will be conducted in the Moodle Platform and requires a Moodle account and access to the school's ELPAC Moodle key for the respective course. ELPAC Coordinators will not be able to attend the 2023-24 Initial ELPAC Calibration until they have a Moodle account and access to the Moodle Key.

ELPAC Coordinators will securely distribute the school-specific Moodle Key to designated Test Examiners after verifying in the STB Portal that they have completed the following training:

1. 2023-24 ELPAC Security Form TE and Proctor Requirements (via MyPLN)

    a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training

    b. 2023-24 ELPAC Security Affidavit

2. 2023-24 Initial and Initial Alternate ELPAC Administration School-based Training

Accessing Moodle Courses

ELPAC Coordinators and TEs will use the school-specific Initial ELPAC Moodle Key to access the 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration following the steps below:

1. Navigate to the Moodle Training site https://moodle.caaspp-elpac.org/login/index.php
2. Scroll down to the **LAUSD (For LAUSD Test Examiners Only)** section
3. Select 2023-24 Initial ELPAC Training Resources
4. Select 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration

5. Enter the Initial ELPAC Moodle Key to access the calibration course

Completion of the Initial ELPAC Moodle Course

ELPAC Coordinators will earn Speaking and Writing Calibration Certificate(s) for the grade levels of the school span. Completion of this requirement will be reflected in the Principal's Portal.

ELPAC Test Examiners will earn a Speaking and Writing Calibration Certificate for the grade level(s) they will administer the Initial ELPAC. All Calibration Certificates will be submitted to the ELPAC Coordinator upon completion. The ELPAC Coordinator must not create ELPAC TOMS accounts for TEs until they have completed ALL the requirements.

Completion of the Initial Alternate ELPAC Moodle Course

ELPAC Coordinators and Test Examiners will earn a Certificate of Completion for the course. Completion of this requirement will be reflected in the Principal's Portal for ELPAC Coordinators. All Test Examiners will submit their Calibration Certificate to the ELPAC Coordinator upon completion. The ELPAC Coordinator must not create ELPAC TOMS accounts for TEs until they have completed ALL the requirements.

ROLES AND RESPONSIBILITIES

Site ELPAC Coordinator

- Ensure that only eligible students are tested (ELAS listed as TBD in TOMS)
- Document training of TEs and ensure all training requirements are completed
- Create and manage all school-level ELPAC TOMS accounts
- Maintain test security of test materials and test administration
- Receive and inventory ELPAC test materials for grades UTK-2 Writing
- Organize test materials for testing students
- Complete the student demographic information in the Writing Answer Book
- Report any Testing Irregularity or Security Breach using the ELPAC Security and Test Administration Incident Reporting System (STAIRS) within 24 hours
- Security Breaches must also be reported to STB

See Attachment H for the Site ELPAC Coordinator Checklist containing key tasks to be completed before, during and after testing.

Test Examiner

- Administer the online or paper-based (kindergarten through grade two Writing domain only) Initial or Initial Alternate ELPAC
- View student information in the Test Administrator Interface prior to testing to ensure that the correct student receives the proper test with the appropriate resources
- Provide logon credentials to students
- Enter scores in the DEI and/or the THSS
- Report all potential security incidents to their site ELPAC Coordinator

Proctor

Proctors are employees of the school district who assist TEs during Initial ELPAC group administration of more than 20 students in grades three through twelve. <u>Proctors do not need Test Operations Manage System (TOMS) accounts because they do not administer Initial ELPAC tests</u>.

TEST SECURITY

- Principals are required to electronically submit ELPAC Test Security Agreement <u>and</u> Affidavit forms through the Principal's Portal.
- ELPAC Coordinators are required to participate in the ELPAC Test Security Forms Coordinator Training and electronically certify their ELPAC Security Agreement and Affidavit via the STB Portal.
- Test Examiners, Proctors, scorers, or anyone who handles the ELPAC materials must complete the ELPAC Security Forms TE and Proctor Training in MyPLN and electronically certify the Test Security Affidavit via the STB Portal. Signed Security Affidavits must be obtained prior to having access to any tests or training materials, including online trainings.
- All ELPAC materials must be kept secure at all times.
- ELPAC guidelines require coordinators to maintain a daily inventory of the test materials (Writing Answer Books, DFAs, student logon credentials, and scratch paper) that are checked out and returned each day. Use the 2023-24 Daily Inventory Control Form for ELPAC Materials, (Attachment B). If the Site ELPAC Coordinator will be the only staff members testing students at the school, the Site ELPAC Coordinator should still use the Daily Inventory Control Form to document daily use of materials.
- Students must not be exposed to the test questions or content before the actual test.
- Students may not use books, cellular phones, other electronic devices or other reference materials during testing. Students must clear their desks of these items and all other materials not needed for testing.
- For grades 3-12 group administrations, seat students with sufficient space apart to discourage cheating.   Use dividers or carrels if necessary.
- School must follow District cellular phone policy in the LAUSD Parent/Student Handbook.

TEST OPERATIONS MANAGEMENT SYSTEM (TOMS)

TOMS is a secure website that can be accessed at https://sso3.cambiumast.com. Through this site, site ELPAC Coordinators can perform a number of tasks for the ELPAC such as: manage ELPAC test administration, add and delete users, setup students' test settings, access STAIRS to submit testing incident reports, and download data, including student files, test reports, and more.

Creating TOMS Accounts for Test Examiners

ELPAC Coordinators will create ELPAC TOMS accounts after their TEs complete all the requirements. After receiving their account, TEs must log into TOMS to sign the TOMS Affidavit. If the TOMS Affidavit is not signed, the TE will have access to Interim Assessments only and will not be able to create Initial ELPAC test sessions.

STB will monitor completion of ELPAC training requirements for Test Examiners. TOMS accounts will be deleted for any TE who has not completed training requirements.

Usernames and Passwords

Usernames and passwords are created in TOMS after a district or site ELPAC Coordinator has submitted users for access. ELPAC Test Examiners can use this username and password to log on to the Test Administrator Interface, which is necessary to generate a test session ID and approve students for testing. For more information about the different user roles in TOMS, refer to the CAASPP and ELPAC TOMS User Guide.

Student's Test Assignment in TOMS

Site ELPAC Coordinators must use TOMS to confirm that all eligible students have been assigned to take an Initial ELPAC. Student eligibility is based on the student demographic data from

CALPADS that is uploaded into TOMS on a nightly basis. Site ELPAC Coordinators must complete the following tasks in TOMS:
- Enter any domain exemptions listed on the IEP or 504 Plans
- Assign the Initial Alternate ELPAC if it is indicated on the student's IEP.
  - o Information about setting up student test assignments in TOMS can be found in the [CAASPP and ELPAC TOMS User Guide](#).

STUDENTS TO BE TESTED

Newly enrolled students in grades UTK-12 whose primary language is not English, based on home language survey, and who have not previously taken the Initial ELPAC or Initial CELDT must take the Initial ELPAC within 30 days of first enrolling in a California school. Students enrolled after the start of the school year must be tested within two weeks of enrollment. Students must have an English Language Acquisition Status (ELAS) of To Be Determined (TBD) in CALPADS in order to be eligible to take the Initial ELPAC.

There are no provisions for parent exemptions for any ELPAC assessment. Retained students eligible for an Initial ELPAC are to be tested with the level of the test for their enrolled grade.

Newly enrolled grade UTK-12 students are assessed with the ELPAC if:

- The response to any of the first three questions on the Home Language Survey (HLS) is a language other than English, or
- ALL the conditions listed below are true:
  1. Response to each of the first three questions on the HLS is English, and
  2. Response to question number four is other than English, and
  3. There is reasonable doubt as to the student's proficiency in English.

Student Test Settings in TOMS

Embedded and non-embedded designated supports and accommodations are available for students taking an Initial ELPAC.
- Universal Tools are available to all students on the basis of student preference and selection
- Designated Supports are available to all students when determined by an educator or team of educators (with parent/guardian and student input, as appropriate) or specified in in the student's IEP or Section 504 Plan Accommodations must be permitted to all eligible students if specified in the student's IEP or a Section 504 Plan.
- Unlisted Resources shall be made available if specified in the eligible student's IEP or Section 504 Plan but are not listed in California Assessment Accessibility Resources Matrix. These are subject to the approval of the California Department of Education (CDE) and may result in the student receiving an invalidated score for the applicable section(s) of the ELPAC. See the [Unlisted Resources](#) web page for more information
  - o The 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training PowerPoint provides step-by-step instructions for entering unlisted resources in TOMS.
  - o Contact the Student Testing Branch should you need support with entering an unlisted resource.

REF-133914.0, LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP provides guidance for schools regarding the universal tools, designated supports, and accommodations for the ELPAC, as well as Attachments for documenting assigned designated supports.

The guidelines provide information for classroom teachers, special education teachers, school nurses, administrators, and related services personnel to use in selecting and providing accessibility tools and accommodations allowed by the California Assessment Accessibility Resources Matrix

Prior to Initial ELPAC testing, designated supports and accommodations must be enabled in TOMS by the site ELPAC Coordinator. All settings must be indicated in TOMS at least 2-3 days prior to the student's scheduled testing session. Failure to enter test settings before testing could result in the student not being provided with the appropriate embedded designated supports, accommodations, or both at the time of testing. This is considered a testing irregularity.

Site ELPAC Coordinators can enter students' test settings in the Test Setting field in TOMS using the following methods:
- One-by-one through the student profile, under Test Settings
- Template upload

Here are some resources available to schools for entering supports and accommodations in TOMS:
- **STB Resource** – 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training PowerPoint provides step-by-step instructions for entering designated supports and accommodations in TOMS.
  i. Go to the Student Testing Branch Website at https://achieve.lausd.net/testing
  ii. Click on Coordinator Resources.
  iii. In the PowerPoint section, select the 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training and download.
- **ETS resource** – ELPAC Accessibility Resources Webpage

ETS resource – Special Education Students Assessed with the Initial ELPAC

- Special Education students who meet the Initial ELPAC requirements are required to take the assessment.
  - Special Education students who have the Initial Alternate ELPAC indicated on their IEP will be administered that assessment.
- Accommodations must be provided as indicated in the student's IEP or Section 504 Plan.
- Students' accommodations and or designated supports must be entered in TOMS.
- Students must be administered the level corresponding to their grade assignment.
- RSVP Schools- Grades UTK-2 students who cannot respond to the ELPAC Writing questions must have a Writing Answer Book returned as Scorable materials.
- The Braille and Large Print versions of the Initial ELPAC are not alternate assessments. They are considered Accommodations.

Initial Alternate ELPAC

Students with the most significant cognitive disabilities whose IEPs' indicate they will be taking an alternate assessment must be administered the Initial Alternate ELPAC.

To be eligible for Initial Alternate ELPAC, a student with a significant cognitive disability must have:

- An IEP that indicates the student has a significant cognitive disability and should take alternate assessments; and
- A Home Language Survey that indicates the student has a primary language other than English, which results in an English language acquisition status (ELAS) of TBD.

The IEP team is to indicate the designation of the Initial Alternate ELPAC by writing it in the FAPE 2-part 4 section of a student's IEP. This designation should be done using the Alternate Assessment Decision Confirmation Worksheet during the transitional IEP meeting or through an IEP amendment. If an amendment to the IEP cannot be managed in time to administer the Alternate Initial ELPAC within the first 30 calendar days of the school year, the Initial ELPAC assessment should be administered to the identified potential EL.

After the ELPAC Coordinator has confirmed that the student is eligible to take the Initial Alternate ELPAC, the ELPAC Coordinator must assign the Initial Alternate ELPAC for the student in the TOMS:

1. Log into TOMS and select the Site ELPAC Coordinator role
2. Select the [Students] tab
3. Enter the student's SSID number and click on [Search]
4. Click on the magnifying glass to open the student's profile
5. Click on the [Test Assignment] tab
6. Click on the checkbox next to Initial Alternate ELPAC and click on [Save]
7. Click [OK] on the pop-up window

If the student is in grades 3-8 or 11-12, the ELPAC Coordinator should inform the CAASPP Coordinator of this assignment as the student is also automatically assigned to take the California Alternate Assessment (CAA) for ELA, Math, and Science.

TECHNOLOGY REQUIREMENTS

Prior to Initial ELPAC administration, site ELPAC Coordinators must review the technology infrastructure at their schools to ensure it meets the minimum requirements for administering the online Initial ELPAC.

The CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing provides the technical specifications for online testing. This includes information about internet and network infrastructure requirements, hardware and software requirements, and secure browser installation. For further support, access the ELPAC Technology Resources webpage.

The bandwidth checker can assist technology coordinators to assess network readiness by performing a real-time check of a school's network bandwidth. Note that technology coordinators may want to run this test more than once, and at different times of the day, because estimates change as the network conditions change, varying from run to run.

Secure Browsers

All students must use the secure browser to access the online Initial ELPAC when testing in-person. All testing devices must have the correct secure browser installed prior to assessment. School technology coordinators are responsible for ensuring that each device to be used for testing at the school is properly secured by installing the most current secure browser. Secure browsers are available for download on the Secure Browsers website. The general technical requirements and supported devices are also similar to those for the online CAASPP assessments.

Information about installing and configuring the secure browsers is available in the CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing. The secure browser is designed to support test security by prohibiting access to external applications or navigation away from the assessment.

The computer-based ELPAC is administered online and requires two internet-connected devices: a student testing device and a separate device that the ELPAC TE uses to start a test session

through the Test Administrator Interface. ELPAC Test Examiners may also use their device to access the DFAs that are posted in TOMS and to access the DEI for entering the locally scored Speaking and K-12 Writing test scores.

Audio Requirements

The computer-based ELPAC contains directions and stimuli that are provided via audio files within the student testing interface, so it is recommended that for one-on-one administrations the audio component be played on the device's built-in or external speakers and that for group administrations, earbuds are used.

Voice Capture Requirements

The Speaking domain utilizes voice capture technology. Schools are encouraged to administer the Speaking domain using student testing devices with built-in recording or microphone capabilities, or headphones or headsets with microphones, in an area where outside sounds are minimized. The recordings are for state use only and should not be played by TEs.

> Prior to the start of the testing session, Test Examiners test the audio (adjust volume) and voice capture functionality of the student devices. When the test session has started, adjusting the audio volume will require the student to log out of the test delivery system.

TEST ENVIRONMENT

A secure online testing environment is in which a device is restricted from accessing prohibited computer applications (local or internet-based), copying, or otherwise sharing data. The purposes of this environment are to maintain test security and provide a stable testing experience for students across multiple platforms. The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

The following tables describe security requirements for the test environment Before, During, and After Testing. The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access (including access via technology).

Before Testing

Requirement	Description
Instructional materials removed or covered	Instructional materials must be removed or covered, including but not limited to information that might assist students in answering questions. This includes material displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, etc.). As a rule of thumb, when in doubt, remove the material.
Student seating	For group administrations, students must be seated so there is enough space between them to minimize opportunities to look at each other's work—for example, students may be assigned staggered seating or be seated in every other chair or workstation position—or they should be provided with table-top partitions. For kindergarten through grade two one-on-one administration, it is recommended sitting side by side for the Listening, Reading and Writing domains, and face-to-face or at a 90-degree angle for the Speaking domain. For all Speaking one-on-one administrations, it is recommended to sit across from the student or at a 90-degree angle.

| Signage | Place a "TESTING—DO NOT DISTURB" sign (Attachment J) on the door or post signs in halls and entrances rerouting hallway traffic to promote optimum testing conditions. Site ELPAC Coordinators or ELPAC Test Examiners must post "Sign: Unauthorized Electronic Devices" signs (Attachment I) so that they are clearly visible to all students. |

During Testing

Requirement	Description
No access to responses	Site ELPAC Coordinators, ELPAC Test Examiners, and other staff are not permitted to review student responses to the Initial ELPAC in the testing interface or students' notes on scratch paper.
No copies of test materials	Unless needed as a print-on-demand designated support, no copies of the test items, stimuli, reading passages, or writing prompts may be made or otherwise retained.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain test items, reading passages, or writing prompts. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, text message, social media websites, etc.
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	Site ELPAC Coordinators, Test Examiners, and other staff may not review, discuss, or analyze test items, stimuli, reading passages, or writing prompts at any time, including before, during, or after testing. Students may not discuss or share test items, stimuli, reading passages, or writing prompts with anyone during or after testing.
Keeping all test materials secure at all times	Printed materials such as student logon credentials, K-2 Writing Answer Books, print-on-demand test materials, scratch paper, and DFA's information must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by the Test Examiner or site ELPAC Coordinator for test administration.
No retaining of student logon credentials or any materials created to assist students with logging on to the tests	All student logon credentials must be collected at the end of each test session, stored securely by the site ELPAC Coordinator, and then securely shredded at the end of the testing window.

After Testing

Requirement	Description
No test materials used for instruction	Test items, stimuli, reading passages, or writing prompts must not be used for instruction.
Destroy test materials securely	Upon a student's completion of a test, printed test items or passages from print on demand, and scratch paper must be collected, inventoried, and immediately shredded by the site ELPAC Coordinator.
Submission of Non-scorables	Printed DFA's from all grades, unused K-2 Writing Answer Books, Braille and Large Print test materials, training materials from training binder (without the binder) must be submitted to the Testing Center during the end-of-the year collection on June 3-4, 2024.
Deleting DFAs downloaded on computer	The file produced from downloading the DFA should be securely deleted from the site ELPAC Coordinator's device. It must be deleted in such a way that the file does not remain in a temporary storage location such as Windows' Recycle Bin, where it can be undeleted.

REQUIRED TESTS

ELPAC has four domains: Listening, Speaking, Reading and Writing. Students in UTK through grade 12 will take the tests listed in Table 1. The table describes the task types listed by domain and grade span.

ELPAC is an untimed test. No specific time limits have been set for the administration of the ELPAC. Students will be more accurately assessed if they are allowed to do as much as they can in each domain, within a reasonable amount of time. See page 3 for kindergarten through grade 2, and page 4 for grades 3-12 of the Directions for Administration for the Estimated Testing Time in Minutes by Domain.

The testing schedule may be altered to give students enough breaks to avoid fatigue. However, **do not** stop testing in the middle of a domain.

Table 1

	Domains and Task Types	
Listening	• Listen to a Short Exchange (UTK-12) • Listen to a Classroom Conversation (3-12) • Listen to a Story (UTK-5)	• Listen to an Oral Presentation (UTK-12) • Listen to a Speaker Support an Opinion (9-12)
Speaking	• Talk About a Scene (UTK-12) • Speech Functions (3-12) • Support an Opinion (UTK-K)	• Retell a Narrative (UTK-2) • Summarize an Academic Presentation (1-12)
Reading	• Read-Along Word with Scaffolding (UTK-K) • Read-Along Story with Scaffolding (UTK-1) • Read-Along Information (1) • Read and Choose a Word (1-2)	• Read and Choose a Sentence (2-12) • Read a Short Informational Passage (2-12) • Read a Literary Passage (2) • Read an Informational Passage (3-12)
Writing	• Label a Picture-Word, with Scaffolding (UTK-1) • Write a Story Together with Scaffolding (UTK-2)	• Describe a Picture (2-5) • Write About an Experience (6-12) • Justify an Opinion (3-12)

Speaking Domain

The Speaking domain is administered one-on-one for all grade levels and is scored in the moment by Test Examiners.

Audio Capture for the Speaking Domain

During the administration of the Speaking domain, the following guidelines apply to the audio capture tool. The TE should score what the student says, not what is recorded.

Do Not Rerecord: If the following issues occur, the TE may continue to the next question and does not need to rerecord:

- Test examiner forgets to record a response.
- Test examiner records response on the wrong question.
- If you see a red triangle in the review box when ending the test session.
- If the audio capture times out after 2 minutes, allow the student to complete the response and score the complete spoken response and not only what was recorded.

Headsets: Use of headsets with a microphone for voice capture is not recommended to enable interaction between the student and TE.

Replay: The TE should not use the audio capture replay feature while administering the Speaking test. Students should not hear their response and rerecord. The TE is to listen and score the student's first response in-the-moment.

Scoring the Speaking Domain

The Speaking domain is administered one-on-one with the student and Test Examiner and is the only domain that is scored locally, in-the-moment, by the Test Examiner. The Test Examiner captures the student's scores in-the-moment by using the Student Score Sheet shown below. This sheet can be found in the DFA specific to each grade or grade span and in the K-2 Writing Answer Book.

1. Test Examiner creates a test session and logs into the secure browser for the student
2. Test Examiner navigates through the test using the DFA and scores student's responses in-the-moment
3. Test Examiner documents the student's scores on the student Score Sheet as the test is administered.
4. The Test Examiner logs into the DEI *only* **after** the Speaking domain has been completed and submitted and enters the scores for the student.

Sample Speaking Initial ELPAC Student Score Sheet

During the administration of the Speaking domain, the Test Examiner should not be concerned about the quality of the voice capture response, but instead should focus on scoring the oral response in the moment. The ELPAC Data Entry Interface Score Entry Guide can be used as reference as it provides the steps that must be followed for entering student Speaking domain scores into the DEI.

The site ELPAC Coordinator must collect the Student Score Sheets from the Test Examiners at the end of each testing day. To ensure test security guidelines are followed the site ELPAC Coordinator must:

- Include the Student Score Sheets (SSS) in the check-out and check-in procedures.
- SSS must be maintained in a secure locked cabinet.

Maintain SSS until scores are received from the State and then they must be securely destroyed.

Listening Domain:

1. One-on-one administration for kindergarten through grade two; individual or group administration for grades three through twelve
2. Students listen to audio via the Test Delivery System (TDS)
3. Headphones are required for grades 3-12
4. Domain will be scored automatically for all grades in the TDS

Reading Domain:

1. One-on-one administration for K-2
2. Individual or group administration for grades 3-12
3. Headphones are required for grades three through twelve

Writing domain:

1. K-2 Writing domain will remain paper-based
    a. One-on-one administration for K-2
    b. Small group administration (no more than 10) for grade two Writing
    c. Scores will be documented by the Test Examiner on the Student Score Sheet located in the back cover of the K-2 Writing Answer Book.
    d. For grades K-2, TEs are required to go into the DEI and enter the student's scores immediately after testing the student
2. Group or individual administration for grades 3-12
    a. Headphones are required
    b. Students type their responses directly into the TDS
        i. If the student did not type a response to a question, a response will not be available for scoring.
    c. For grades 3-12, TEs are required to score the student's responses using the THSS
        i. Rubrics and Exemplars are available in the THSS and in TOMS.
        ii. The THSS can be accessed through the elpac.org homepage.

INITIAL ALTERNATE ELPAC

The Initial Alternate ELPAC is an untimed computer-based assessment that is administered one-on-one and in-person using the same testing platforms as the Initial ELPAC. Only a trained TE may administer the Initial Alternate ELPAC. The TE should be the educator who is the most familiar with the individual needs of the student as well as the student's individually preferred communication modes.

Beginning with the 2023–24 administration, the Preparing for Administration (PFA) document, should be used to prepare for administration of the test. Prior to testing students, site ELPAC Coordinators and Test Examiners should download the PFA from TOMS Resources. The PFA contains guidance on the following topics:

- Alternate Ways to Provide Directions
- Preparing for the Test
- Student Engagement
- Stopping Policy
- Administering the Test

Initial Alternate ELPAC test examiners will administer the test using the secure browser.

1. Test Examiner creates a test session on their device
2. Test Examiner logs into the secure browser for the student on a second device
3. Test Examiner navigates through the test using the DFA
    a. There is no additional scoring for the Initial Alternate ELPAC.

STUDENT LOGON CREDENTIALS

Student logon credentials (i.e., SSID and First Name) are to be considered secure and confidential information that grants access to a student's Personal Identifiable Information (PII). Therefore:

- Schools must establish procedures and guidelines to maintain all student logon credentials secure.
- Site ELPAC Coordinators should establish a method to track the sign out and sign in of student logon credentials. The ELPAC Daily Inventory Control Form, 2023-24, Attachment B, is provided for this purpose.
- Schools must train all staff that will be handling student logon credentials on the established procedures and guidelines for maintaining the security of student logon credentials.
- Schools are to report to the Student Testing Branch if student logon credentials are compromised.

Site ELPAC Coordinators should generate MiSiS Student logon credential rosters and/or labels for each teacher administering Initial ELPAC.

1. Go to achieve.lausd.net/misis
2. Under Reports, click on Testing
3. Click on State Testing Label/State Testing Roster
4. The rosters and labels can be customized for those students that qualify for the Initial ELPAC.

DAILY INVENTORY CONTROL FORM

ELPAC guidelines require Site ELPAC Coordinators to maintain a daily inventory of the test materials that are checked out and, in each day to Test Examiners. It is each Test Examiner's responsibility to check out all test materials from the site ELPAC Coordinator and return all the test materials to the site ELPAC Coordinator as soon as testing is completed each day. If the site ELPAC Coordinator will be checking out materials to test students, the site ELPAC Coordinator must document on the Daily Inventory Control Form when materials were checked out and when they are checked back in. The ELPAC Daily Inventory Control Form, 2023-24 is provided on Attachment B.

DIRECTIONS FOR ADMINISTRATION

Secure grade level specific DFAs are available for download from TOMS for all TEs. Coordinators may navigate to TOMS to download and print the corresponding DFAs from the Resources tab in TOMS for TEs who want to use a hard copy when administering the test. Coordinators may only distribute DFAs to ELPAC test examiners who have signed the ELPAC Test Security Affidavit in MyPLN and TOMS and have completed all ELPAC training requirements. DFAs are NOT to be distributed electronically.

The Test Examiner will only need one DFA per grade or grade span when administering the test in-person.

For visually impaired students in grades 3-12, the site ELPAC coordinator will need to download the Braille/VI version of the DFAs for the grade levels needed that matches the school's form number assignment.

Visually impaired students in UTK-grades 2 should take the paper-based Braille or large-print Initial ELPAC test materials. These special versions will need to be ordered in the STB Portal and will not be included in your initial shipment.

MATERIALS NEEDED

Receive and Inventory Test Materials

Elementary schools and Primary Centers will receive enough Initial ELPAC K-2 Writing Answer Books for the number of students they need to test. Before materials are received, identify a secure location where materials will be kept when not in use. Discuss test security with the plant manager and the School Administrative Assistant (SAA). If materials are delivered to the school and the site ELPAC Coordinator is not readily available, the Principal, plant manager, and SAA should follow proper procedures to maintain the materials' security. Review each statement on the 2023-24 ELPAC Security Affidavit and ensure that they understand, agree to and electronically sign the 2023-24 ELPAC Security Affidavit.

Site ELPAC Coordinators are responsible for inventorying all materials received against the shipping notice (packing slip) immediately after receipt from STB. Report to STB if materials are damaged or if materials are not received for the school or a specific grade level. Order additional test materials from STB Portal at https://odaapps.lausd.net/Student_Testing/

After inventorying, keep all test materials in a secure, locked location. If materials will be kept in an office, the materials must be kept in a locked cabinet. Retain the original shipping boxes, as they will be used to store test materials until the end of the Initial ELPAC window. The 2023-24 Initial ELPAC K-2 Writing test materials will be used from August 14, 2023 through June 11, 2024.

The delivery of K-2 Writing Answer Books to schools begins in August 2023 if the Principal and ELPAC Coordinator have completed their respective requirements as outlined in this document.

ELPAC materials provided to the school:

-   Earbuds for grades 3-12
-   Student Pre-identification (Pre-ID) labels (RSVP schools ONLY)
-   K-2 Writing Answer Books

Additional materials provided by the school:

-   DFAs for Listening, Speaking, Reading, and Writing
-   Student Score Sheet (to record K-12 Speaking responses and K-2 Writing responses)
-   Student login credentials

- Grades K-2 Writing Only
  - o No. 2 pencils – pencils with other numbers may not be read by the scanner, which may impact the student scores
  - o 5" X 8" card or folded 8 ½" X 11" paper for Test Examiners to use during the Writing administration
- "Unauthorized Electronic Devices" sign. See Attachment I
- "Testing-Do Not Disturb" sign. See Attachment J
- Scratch paper:
  - o Provide to students in grades 3-12 for the "Present and Discuss" and the "Summarize an Academic Presentation" tasks
  - o Can be provided to all students to make notes or record responses
  - o Only plain or lined paper is appropriate
  - o Guidelines for securely handling scratch paper:
    - ▪ Student writes name on paper
    - ▪ Test Examiner collects scratch paper and returns to the site ELPAC Coordinator immediately after testing
    - ▪ Site ELPAC Coordinator securely destroys scratch paper

TEST ADMINISTRATION

1. Before any tests are administered at the school, download the Initial ELPAC and Initial Alternate ELPAC Student Eligibility Report from TOMS. Confirm that each student's name, language classification, grade level, and other demographic information is accurate in TOMS. This report lists all students who are eligible to take the Initial ELPAC but have not yet taken it. Students who appear on this report must have an ELAS of TBD in the California Longitudinal Pupil Achievement Data System (CALPADS).
   - To download the Initial ELPAC and Initial Alternate ELPAC Student Eligibility Report:
     1. Log into TOMS and Click on the "Reports" tab
     2. Click on "Initial ELPAC Reports"
     3. Select the Initial ELPAC and Initial Alternate ELPAC Student Eligibility Report
     4. Select your school's name in the "Organization" dropdown menu and click on "Download Report"
   - For assistance with students who are not in the Initial ELPAC and Initial Alternate ELPAC Student Eligibility Report and for guidance on making corrections to students' demographic data information, contact the State Reporting Services Branch (SRSB) at 213-241-2450.
   - If the student's grade level is inaccurate, make the necessary corrections in MiSiS and wait for the changes to be reflected in TOMS before administering any test.
2. Test Examiners, proctors, scribes, and school administrators MAY NOT:
   - Review test questions or passages independently with students, or with any other person, before, during, or after testing. This includes reviewing students' notes on scratch paper.
   - Copy, photograph, scan or transmit any part of the test(s) or test materials.
   - Review students' answers to coach, advise, or alert students of wrong answers or to check answers.
3. Test Examiners may not read passages or test questions to students unless the students have an IEP or a Section 504 Plan that includes a statement allowing this designated support or accommodation and it has been enabled in TOMS. This resource must be enabled in the student's test settings in TOMS. See Attachments A from Reference Guide, REF-133914, LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP, dated January 17, 2023.
4. Arrange for the use of two devices for the administration of UTK-2 Speaking, Listening and Reading domains and grades 3-12 for the Speaking domain.

Administration

1. Students enrolled in UTK will take the Kindergarten Initial ELPAC or Initial Alternate ELPAC if eligible.
2. Only trained and qualified **LAUSD** staff members are eligible to administer and score the ELPAC.
3. Trained paraeducators are permitted to proctor and assist in the administration of ELPAC (e.g., provide sharpen pencils, distribute test materials, observe students during testing).
4. Information displayed on bulletin boards, whiteboards, or charts that could be used by students to help answer test questions must be removed or covered.
5. The oral portions of the test should never be administered in a location where others are being tested or in an area where a student might overhear the test items before taking the test.
6. ELPAC Test Examiners are required to read the sections in the "Say" boxes in the DFA exactly as stated.
7. Student demographic pages in the K-2 Writing Answer Book must be completed by the ELPAC Coordinator or the Test Examiner.
8. UTK-2 students must write only in the lines provided in the response boxes for the Writing section. Pencil marks in the Answer Book margins or outside the Writing section boxes will not be scored.

> Please refer to the [2023-24 Initial ELPAC Online Test Administration Manual](#) for information on administering a Test Session.

MANAGE A TEST SESSION

A test session must be created before students can log on to the secure student browser. In order for a student to take a specific test, the test must be included in the test session. This section contains information on how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.

Entering Student Responses into the System

TEs will enter K-2 students' responses for all domains. TEs will also enter the responses for the 3-12 Speaking Domain. Students in grades 3-12 will enter their responses for Listening, Reading, and Writing directly into the student interface. A student may enter their responses into the testing device using a mouse, keyboard, or other assistive technology.

In the Listening and Reading domains, students are required to select a response for an item before they can move on to the next item. All items must have responses before a student can submit their test. The Writing and Speaking domains do not require a student response for each item in order to submit the test.

TEs will enter students' responses for the Initial Alternate ELPAC.

Pause Rules

The pause rules that follow apply regardless of whether the student or the Test Examiner pauses the test, or there was a technical issue (for example, power outage or network failure) that resulted in the student being logged off. For the online ELPAC, there will only be pause rules for the Listening and Reading domains.

- When a Listening or Reading test is paused for more than 20 minutes, the student must log back on to the student interface to resume testing. Upon resumption, the student is automatically directed to the first page that has an unanswered item. If the pause expiration was not the fault of the student, then a Re-open Appeal may be requested to reopen the test for the student to change previously answered items.

- If the Listening or Reading test is paused for more than 20 minutes, the student will not be permitted to review or change any previously answered items, even if they are marked for review (except for items on a page that contains at least one item to which there is not a complete response), unless a Re-open Appeal is granted.
- Any highlighted text and notes in the digital notepad will be saved when a test is paused.
- When a Listening or Reading test is paused for less than 20 minutes, the student must still log back on to the student interface to resume testing, but the student will be able to review and change any previously answered items.

The Writing domain, for grade levels three through twelve, and the Speaking domain will not have pause rules.

- When the Writing or Speaking test is paused for more than 20 minutes, the student must log back on to the student interface to resume testing. In addition, the student can continue entering responses or review or change any previously answered items.
- Any highlighted text and notes entered in the digital notepad will be saved when a test is paused.

Test Timeout (Due to Inactivity)

As a security measure, students and Test Examiners are automatically logged off after 30 minutes of test inactivity. For students, activity is defined as selecting an answer or navigation option in the assessment (for example, selecting [Next] or [Back] or using the Questions drop-down list to navigate to another item). Moving the mouse or selecting an empty space on the screen is not considered activity. This timeout also results in the test being paused automatically.

For Test Examiners, activity means that a student or students are registering test activity. As long as students are testing, the Test Examiner will not be logged off.

Before the secure browser logs the student off the test, a warning message will be displayed on the screen. If [OK] is not selected within 60 seconds after this message appears, the student will be logged off. Selecting [OK] will restart the 30-minute-inactivity timer.

Test Expiration Rules

Opportunities refers to the number of times a student can take a test within a range of dates. For the Initial ELPAC, a student only has one opportunity to take each domain of the test. The test remains active until the student completes and submits the test or until the test expires, whichever occurs sooner. For the Initial Alternate ELPAC, a student only has one opportunity to take the test. The test remains active until TE submits the test or until the test expires, whichever occurs sooner.

- Initial ELPAC: The expiration rule is 30 calendar days after a student first accesses a domain.
- Initial Alternate ELPAC: The expiration rule is 30 calendar days after a student first accesses the assessment.
- Once a test opportunity expires, the student cannot complete or review the test unless an Appeal is submitted through STAIRS by the ELPAC Coordinator.

PRINT ON DEMAND

Print-on-Demand (POD) is a designated support for the Initial ELPAC. It is used for students who need a printed copy of passages or items. The POD designated support cannot be set by the site ELPAC Coordinator for a student in TOMS. POD requires approval from the CDE and once approved, the POD feature will be set in TOMS for the student by the CDE. The ELPAC Coordinator must contact the STB Help Desk at (213) 241-4104 to request POD for eligible students.

Once approved for POD for Initial ELPAC, a student may send a print request to the Test Examiner during testing by selecting the **print icon** on the screen. This request needs to be made for each individual item. Because of the involvedness associated with POD, it is recommended that TEs administer the test one-one-one or in a small group of no greater than five (5) students.

Follow these guidelines when using the print-on-demand designated support:

- Provide POD training for the student and TE and allow to practice using a practice or training test.
- Before the TE approves the student's request to print a test item or passage, the TE must ensure that the printer is on and is monitored by the TE who has been trained and has signed the ELPAC Test Security Affidavit.
- Immediately after printing a POD request, the file should be securely deleted from the Test Examiner's device in such a way that the file does not remain in temporary storage where it can be undeleted. Refer to the Destroying Electronic Files subsection for additional instructions.
- The Test Examiner must collect the previously printed item from the student after the next item's print request. Printed items must be securely stored and then securely destroyed after the test session.

MONITORING TEST COMPLETION

Maintaining Records of Students Requiring Make-up Testing

Only students with complete tests are submitted for scoring. Complete students are those that have all required domains administered and submitted.

Schools are expected to test all eligible students within 30 days of enrollment. After the start of the school, newly enrolled students must be tested within 2 weeks. Schools are also responsible for administering make-up tests.

Completion Status Portal

Use the Completion Status Portal available through elpac.org to monitor the completion of Initial ELPAC domains.

1. In the Completion Status Reports drop-down list, select Plan and Manage Testing.
2. In the Choose What section, select Initial ELPAC as the test instrument.
3. In the Search Students section, your school should automatically populate.
4. In the Get Specific section, select the second radio button and set the two filters to Any. This report will list all the students who have logged into a domain.
5. Click on Export Report at the bottom of the screen to generate an Excel file.
   a. Status column- Indicates if a test has been paused, completed, reported, or expired. A STAIRS report must be filed for students whose tests have expired.
   b. Force Complete Date column- Displays a date for any test that has expired and has been force completed. A STAIRS report must be filed for these students.
   c. Expiration Date column- Provides the dates when current active tests will expire. The ELPAC coordinator should prioritize testing for these students

TESTING IRREGULARITIES AND SECURITY BREACHES

Test security incidents, such as irregularities and breaches, are behaviors prohibited either because they give a student an unfair advantage or because they compromise the secure administration of the assessments. Whether intentional or by accident, failure to comply with security and administration rules, either by staff or students, constitutes a test security incident.

Irregularities and breaches need to be reported in accordance with the instructions in this section for each severity level.

It is the responsibility of each person participating in the administration of the ELPAC to immediately report any violation or suspected violation of test security or confidentiality.

Site ELPAC Coordinators will use the online ELPAC Security and Test Administration Incident Reporting System (STAIRS) form in TOMS for reporting test security incidents and irregularities that occur before, during, or after testing on computer-based and paper-based tests. Some incidents may require that an appeal be submitted to reset, reopen, or restore (if a test had been reset in error) an online test. After the details of the incident have been submitted in STAIRS, an email will be sent confirming the incident that was submitted and if any action is needed.

In the case of a student cheating, the Test Examiner must stop the cheating; however, the student may be allowed to complete the remainder of the test. After testing, the Test Examiner must notify the site ELPAC Coordinator. For additional information see the ELPAC Security Incidents and Appeals Procedure Guide found on the ELPAC website for more information.

Test Security Irregularities and Breaches

Type	Definition
Irregularity	An unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test or impact test security or test validity. These circumstances can be corrected and contained at the local level. An irregularity must be reported the site ELPAC Coordinator immediately. The site ELPAC Coordinator will report the irregularity within 24 hours using the STAIRS/Appeals process to both report the incident and file the Appeal.
Breach	An event that poses a threat to the validity of the test. Examples may include such situations as a release of secure materials or a security or system risk. These circumstances have external implications for the California Department of Education (CDE), Educational Testing Service (ETS), or both, and may result in a decision to remove the test item(s) from the available secure bank. A breach incident must be reported to an STB administrator immediately. The site ELPAC Coordinator must immediately report any breach, including social media exposure on the part of a student or adult, by calling the STB and must report the incident in STAIRS within 24 hours.

Site ELPAC Coordinators must follow these steps once a Test Security Incident has occurred:

1. Gather relevant information.
2. Submit STAIRS Form and associated appeal (if needed) in TOMS before the end of the school day.
3. The CDE (STAIRS@cde.ca.gov) will send an email to the site ELPAC Coordinator containing a case number and action steps.
4. Retain STAIRS response email in school records.
5. Before dismissal, call STB at (213) 241-4104 to report the Security Breach and an STB representative will direct you to whom to email your completed form.

ROTATING SCORE VALIDATION PROCESS (RSVP) SCHOOL

Some schools within LAUSD have been identified by the California Department of Education (CDE) to take part in the Rotating Score Validation Process (RSVP) for the Initial ELPAC. These identified schools return their scannable K-2 Writing Answer Books to the Testing Center, after all domains have been administered, locally scored Speaking and Writing scores have been entered,

and parent/guardian notification of the results has been completed. This process helps to produce item statistics for the Initial ELPAC and validates the District's scores for this testing period. This is only for those Initial ELPAC that are administered between August and October.

A list of selected schools can be found on Attachment K. Any updates to this list will be posted on the Coordinator Resources website. Schools that are not part of the RSVP receive K-2 Writing Answer Book that signifies that it is a non-scannable form, see Attachments E1 and E2.

Schools that are part of RSVP will:

o   receive labels based on whether an official Student Score Report has been generated in TOMS.
o   adhere the labels to the K-2 Writing Answer Books prior to submitting to the Testing Center. Before adhering the label to the K-2 Writing Answer Book, the Site ELPAC coordinator must confirm that the student's name and SSID on the label matches the student's name and SSID written on the K-2 Writing Answer Book.

COMPLETING STUDENT INFORMATION ON K-2 WRITING ANSWER BOOKS

The front cover of the K-2 Writing Answer Book is the demographics page that contains important student-and school-related information that must be completed accurately. The Site ELPAC Coordinators should ensure the demographic information is accurate and complete for all students tested as indicated in this document.

The ELPAC Coding Roster Report in MiSiS contains all the information for completing the demographic fields. Follow these steps to print the roster:

1. Log into MiSiS and select [Reports]
2. Under [Testing], select [ELPAC Coding Roster]

Only No. 2 pencils must be used for hand coding the student demographic information. The site ELPAC Coordinator must also ensure that there are no extraneous marks on the demographics pages and that all stray marks are erased. Not all sections will need to have the corresponding bubbles darkened.

RSVP SCHOOLS

RSVP schools will receive scannable K-2 Writing Answer Books as well as Initial ELPAC Labels to place on the front of the books. Newly enrolled students may not receive an ELPAC label and will need to have their demographic information on the K-2 Writing Answer book hand-coded by the ELPAC Coordinator.

RSVP Schools will turn in Initial ELPAC K-2 Writing Answer Books for students tested between August 14 through October 31, 2023 during the following collection:

▪   **November 15-16, 2023**

After the November collection, RSVP schools will securely store all completed and unused K-2 Writing Answer Books until the following collection:

•   **June 3-4, 2024**

RSVP schools will complete the following on the front cover of the K-2 Writing Answer book for students:

Completing Answer Books With and Without Pre-ID Labels

Answer Books <u>With</u> Pre-ID Labels (See Attachment G1 Sample)	Answer Books <u>Without</u> Pre-ID Labels (See Attachment G2 Sample)
- **Box 1: Print** the student's last name, first name, and middle initial. - **Box 2: Print** the Test Examiner's name in the space labeled "TEACHER." Print the school's name in the space labeled "SCHOOL." Print "LAUSD" in the space labeled "DISTRICT." "LOCAL USE" leave blank. - **Box 3: Print** the student's date of birth. - **Box 7: Print** the student's SSID. - **Box 8: Print <u>and</u> Bubble** the date test was completed.	- **Box 1: Print <u>and</u> Bubble** the corresponding letters of the student's last name, first name, and middle initial. - **Box 2: Print** the Test Examiner's name in the space labeled "TEACHER." Print the school's name in the space labeled "SCHOOL." Print "LAUSD" in the space labeled "DISTRICT." "LOCAL USE" leave blank. - **Box 3: Print <u>and</u> Bubble** the student's date of birth. - **Box 7: Print <u>and</u> Bubble** the student's SSID. - **Box 8: Print <u>and</u> Bubble** the date test was completed.

Checking Writing Answer Books After Testing

Review Secure Scorable Writing Answer Books - **Discrepancies will cause a delay in scoring or a test not scored**.

Step 1: Check Student Response Sections to Ensure that:
- Responses are filled in completely **using a No. 2 pencil**
- All stray marks are completely erased
- Problem situations listed in the chart below are resolved

Step 2: Check demographic pages to ensure that:
- Demographic information is complete and accurate
- Handwritten entries are legible
- SSID and hand-coded name match
- Correct grade level is identified

IF YOU FIND THIS…	Do This…
Scratch paper, Sticky notes, Staples, Pins paper clips	Remove the extraneous material.
Paper damaged by erasures Tape or sticky labels of any kind Ripped or torn sheets Grease marks Coffee spills Bodily fluids Highlighting, colored pencil, crayon, or pen marks	Test Examiner under the supervision of the site ELPAC Coordinator should transfer student responses to an unused Writing Answer Book. Transfer responses exactly as written by the student, including errors. Site ELPAC Coordinator is to review the transcription for accuracy. Write "Voided" on the front of the damaged Answer Book. Submit voided Answer Book with the nonscorables. NOTE: Students are not allowed to transcribe.
Light marks, Incomplete erasures, Stray marks, Smudges	Erase light marks or make them heavier as needed.
Student writing on separate sheets of paper	Remove the paper. Test Examiner under the supervision of the site ELPAC Coordinator to transcribe the writing to the appropriate writing box

	in the Answer Book, if necessary. Transfer responses exactly as written by the student, including errors. The site ELPAC Coordinator needs to review the transcription for accuracy. Securely destroy the sheets of paper. NOTE: Students are not allowed to transcribe.
Writing in the margins of the book or outside the box provided for the response	Do nothing; however, note that only responses within the boxes will be scored.

Packing RSVP Schools Scorable K-2 Writing Answer Books – November 2023 Turn in

Proper completion of these steps is essential.
1. Organize each K-2 Writing Answer book in alphabetical order by grade level.
2. Package organized Writing Answer Books in an envelope or a box. Use multiple packages for scorable materials if necessary. Remove any previous markings or labels from the boxes.
3. Include a corresponding alphabetical student roster for each grade level. The roster should include each student's first and last name as well as their SSID.
4. Include completed Attachment E - RSVP Initial ELPAC Returned Testing Materials Verification 2023-24.
5. Affix the packing label from Attachment F, Packing RSVP Schools' Initial ELPAC Scorable Materials. Identify the number of boxes/envelopes used (e.g., "1 of 3," "2 of 3," "3 of 3") on each box and/or envelope.

Secure materials must be hand-delivered to the Testing Center on the scheduled turn-in day.

Completing the RSVP Initial ELPAC Returned Materials Verification

The RSVP Initial ELPAC Returned Testing Materials Verification 2023-24 is a document that the District requires schools to return along with the K-2 Writing Answer Books. See Attachment E.

Complete the following:

- o Fill-out the school specific information section
- o Write the number of K-2 Writing Answer Books submitted for each grade level
- o Write the total number of boxes/envelopes submitted

An alphabetical roster by grade level for students tested is required with turn-in of K-2 Writing Answer Books. The roster should include each student's first and last name as well as their SSID.

POST-TEST DOCUMENTATION

Schools are required to maintain evidence of staff training by providing documentation to the Student Testing Branch. This information includes the Initial ELPAC training agenda and sign-in sheets for the staff training and any subsequent make-up sessions.

Schools will complete the Initial ELPAC Testing Certification of Proper Administration, 2023-24 (Attachment A) and upload the required post-test documentation into the STB Portal by October 31, 2023. Upload a single file into the STB Portal that contains the four documents indicated below. Note that the document must be in .pdf, .jpeg, or .png file format.

1. ATT A – Initial ELPAC Testing Certification of Proper Test Administration, 2023-24
2. ATT B – Daily Inventory Control Form (One per TE and Coordinator)
3. ATT C – Initial ELPAC Training Agenda, 2023-24
4. ATT D – Initial ELPAC School-Based Training Sign-In Sheet(s) (One per training)

The following are the steps to submit your school's Initial ELPAC Documentation in the STB Portal:

1. Go to achieve.lausd.net/testing
2. Click on the STB Portal link
3. Click on Post-test Documentation link
4. Click on Initial ELPAC
5. Select current school year from the drop down
6. Select Yes or No as to whether your school had any irregularities during testing
7. Click on Choose File and select the file to upload from your computer
8. Using your mouse or touch pad, write your signature in the designated box
9. When you have completed the above steps, click on Submit.

INITIAL ELPAC STUDENT SCORE REPORTS (SSRs)

Downloading SSRs

Initial ELPAC Student Score Reports (SSR) will be available to download from TOMS 24 hours after all domains have been submitted and scores have been entered in the DEI and THSS. Paused tests, or items pending in the DEI and THSS will cause a SSR to not be available.

To access SSRs complete the following steps:

1. Log into TOMS
2. Click on Reports
3. Select the Site Reports subtab
4. Select ELPAC School-level Student Score Report PDFs
5. Select the year
6. Complete the fields to perform either a bulk download of SSRs or enter an SSID to print an individual student's SSR
7. A link to the requested SSRs will be emailed to your LAUSD account
   a. Check Clutter and Junk folders

The Initial ELPAC SSR provides an Overall Scale Score. The Overall Scale Score is calculated from the composite score for Oral Language (Listening and Speaking) and for Written Language (Reading and Writing). Information on weighting can be found on elpac.org. Based on their performance, students will score at one of the following levels:

- Novice English Learner
- Intermediate English Learner
- Initial Fluent English Learner (IFEP)

Follow MMED's policy on parent notification of language test results and for entering students' Master Plan Program in MiSiS.

The Language classification for students will be automatically uploaded to MiSiS about 10 days after the SSR is available in TOMS.

SCHOOL AUDITS

The state's ELPAC test vendor, ETS, sends professional auditors to monitor randomly selected district testing sites throughout the state before, during and after the ELPAC administration. Auditors may be employees of ETS or In-Touch Insight. A representative from either ETS or In-Touch Insight will contact the school's ELPAC/CAASPP testing coordinator(s) directly to set up the date, time, and name of auditor. Please notify STB if you are contacted by an auditor.

When the auditor arrives at the school, these procedures should be followed:

- Copy letter of introduction and ID card for your records (or write auditor's name on the letter)
- Use the driver's license to verify the person's identity
- Have the auditor complete a hard-copy 2023-24 ELPAC Security Affidavit.

After the identity of the auditor has been verified, the auditor is allowed to observe the testing process. The auditors evaluate according to the guidelines stated in the 2023-24 Online Test Administration Manual for ELPAC Testing. The auditors will observe the handling of secure logon credentials, secured storage area where confidential materials are stored (Print-on-Demand and Writing Answer Books), and administration procedures. They will also observe the testing room locations and the testing environment, performance of the test coordinator and administrators, and the security of logon credentials, scratch paper, and other secure test materials during the administration.

In addition to state audits, schools can be audited by the district at any time. Consequently, it is important to keep accurate records demonstrating compliance with district and state requirements. It is recommended that schools keep all their documentation together in a testing binder.

DESTROYING SECURE PRINTED/DOWNLOADED MATERIALS

Printed materials from the print-on-demand designated support, Directions for Administration (DFA), and scratch paper must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration who have signed an ELPAC Test Security Affidavit. All test materials must remain secure at all times.

Printed test items or passages, including embossed Braille printouts and scratch paper, must be collected and inventoried at the end of each test session and then immediately securely destroyed.

DFAs that were printed for Test Examiners after being downloaded from the password-protected TOMS must be checked out and in daily. Test Examiners must keep the DFAs in a securely locked cabinet when not in use. Once testing is completed, DFAs must be handled securely according to district procedures. See section on Handling Nonscorable materials.

Destroying Electronic Files

Immediately after printing a print-on-demand request, the file produced by the process should be securely deleted from the TE's device. It must be deleted in such a way that the file does not remain in a temporary storage location such as Windows' Recycle Bin, where it can be undeleted. Test Examiners, and site ELPAC Coordinators should use the school's or LEA's preferred method of secure file deletion. Downloaded DFAs must also be deleted from the TEs device.

While there are many ways to permanently delete a file, including using a "shredding" tool that might be part of a virus scanning tool, what follows are basic ways to remove a file from a Windows or Macintosh system:

- **Windows—**Hold the <Shift> key when deleting the file or empty the Recycle Bin after deleting.
- **Macintosh and Macintosh equivalent devices using OS X**—Press the <Command> + <Delete> keys with any file or folder selected to send a file to the Trash and then press the <Shift> + <Command> + <Delete> keys or open the Finder menu and then select "Secure Empty Trash" to immediately empty the Trash.

Securely Destroying Scratch Paper and Student Logon Credentials

- Students may use scratch paper to make notes or develop draft responses. Test Examiners will collect the scratch paper at the end of each test session and turn it in along with student logon credentials. The ELPAC Coordinator should then securely destroy the scratch paper.

DO NOT keep printed test items or passages or scratch paper for future test sessions. Upon the completion of the test, the ELPAC Coordinator should collect the student logon credentials issued to students as well as any printed DFAs and securely destroy them.

HANDLING UNUSED K-2 WRITING BOOKS

Unused K-2 Writing Answer Books are to be retained at the school for Initial Assessment throughout the school year and are to always be maintained in a secure location.

END-OF-YEAR COLLECTION OF INITIAL ELPAC NONSCORABLE MATERIALS

At the end of the school year, the 2023-24 Initial ELPAC materials will be collected. Schools will be responsible for preparing and packaging the test materials for a final delivery to the Testing Center. See Critical Return Dates on page 6. A Testing Update providing further information on the final turn-in process will be issued in May 2024.

RELATED RESOURCES

Additional information regarding the ELPAC program is available at the following websites:

- ELPAC Accessibility Resources for Operational Testing - http://elpac.org/s/pdf/ELPAC--Accessibility-Resources-CBA-Framework.pdf
- ELPAC Manuals and Instructions web page - http://elpac.org/testadministration/instructions/
- CAASPP and ELPAC Security Incidents and Appeals Procedure Guide web document - https://ca-toms-help.ets.org/stairs/
- Security and Test Administration Incident Reporting System (STAIRS) Process for ELPAC web page - http://elpac.org/test-administration/stairs/
- California Department of Education (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) web page - https://www.cde.ca.gov/ds/sp/cl/
- CA Assessment Accessibility Resources Matrix CDE web document -
- ELPAC Student Accessibility Resources web page - https://www.elpac.org/resources/accessibility-resources/
- CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing web document -https://ca-toms-help.ets.org/tech-specs-and-config/introduction/manual-content/
- ELPAC Website: http://www.ELPAC.org
- Student Testing Branch web page: http://achieve.lausd.net/testing
- CAASPP and ELPAC Test Operations Management System (TOMS) User Guide web document - https://ca-toms-help.ets.org/toms/

ASSISTANCE

For information regarding ELPAC test materials, please call the Student Testing Branch at (213) 241-4104. The following divisions/departments may also be of assistance:

1. Questions regarding testing devices and operating systems should be directed to the Information Technology Services (ITS) at (323) 224-2450.
2. Independent Charter Schools testing independently from the LAUSD please contact the Charter Office at (213) 241-2665.
3. For information regarding Test Examiner training, please contact MMED at (213) 241-5582.
4. For information regarding English learner services, contact the Region EL Programs Staff.
5. For information regarding Alternate Assessments for Special Education ELs, please contact the Division of Special Education Services, at (213) 241-6701.
6. For issues or questions regarding MiSiS, contact: misis-support@lausd.net or call (213) 241-5200, press Option 5.

Attachment A – Initial ELPAC Testing Certification of Proper Administration, 2023-24

School	Region	Loc. Code	CDS Code 19-64733
Principal's Name (type or print)	Signature		Date
ELPAC Coordinator's Name (type or print)	Signature		Date
			@lausd.net
ELPAC Coordinator's Contact Number	ELPAC Coordinator's Email		

I certify that the following ELPAC requirements have been met:	Coordinator Initials
1. The Initial ELPAC was administered to eligible students as defined in the Administration Instructions.	
2. All persons involved in the testing program and transcribers received training, which involved reviewing, planning and implementing the administration instructions; school schedules; administration procedures; and Universal Tools, Designated Supports, Accommodations, and/or Unlisted Resources for eligible students.	
3. The tests were administered only by certificated/licensed staff members or classified staff who met the District criteria for testing.	
4. Everyone who had access to the test signed an ELPAC Test Security Affidavit.	
5. All secure Initial ELPAC materials will be stored in boxes and locked until returned to Student Testing Branch, June 3-4, 2024.	
6. All eligible students without an IEP or 504 Plan were assigned Designated Supports, if applicable. Appropriate documentation was completed and kept on file at the school.	
7. All students with IEPs and/or Section 504 Plans were assigned the Universal Tools, Designated Supports, or Accommodations, listed in their IEPs and/or Section 504 Plans.	

The ELPAC coordinator is responsible for uploading to the STB Portal the following Post-Test Documentation by October 31, 2023:
-   Attachment A – Initial ELPAC Testing Certification of Proper Administration, 2023-24 (This attachment)
-   Attachment B – 2023-24 Daily Inventory Control Form For ELPAC Materials
-   Initial ELPAC School-Based Training Agenda, 2023-24 (See Attachment C for sample agenda with required topics)
-   Initial ELPAC School-Based Training Sign-In Sheet, 2023-24 (See Attachment D for sample sign-in sheet)

Attachment B – 2023-24 Daily Inventory Control Form <u>For ELPAC Materials</u>

School		Region	Loc. Code	CDS Code 19-64733

Test Examiner's Name		Signature		Grade / Room No.

The ELPAC Coordinator checks out ELPAC materials to Test Examiners (TEs) and collects the materials at the end of testing <u>DAILY</u>. This form serves as the official record of materials checked-out and checked-in daily.

(1) The TE indicates the number materials being checked out and initial where indicated to confirm the number of materials received.
(2) ELPAC Coordinator verifies and initials to confirm the quantity of materials being returned by the TE.

Materials	Date:		Date:		Date:		Date:		Date:	
	Checked Out	Checked In	Checked Out	Checked In	Checked Out	Checked In	Checked Out	Checked In	Checked Out	Checked In
Number of Writing Answer Books										
Number of Printed DFAs										
Number of Logon Credentials										
Alternate ELPAC Picture Cards										
Student Score Sheets (Gr. 3-12) Yes / No	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Is Scratch Paper provided? Yes / No	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
	TE Initials	Coordinator Initials	TE Initials	Coordinator Initials	TE Initials	Coordinator Initials	TE Initials	Coordinator Initials	TE Initials	Coordinator Initials

By signing this document, I certify that materials were distributed and collected daily following secure district protocols. If materials were not returned, I followed district procedures established by the Student Testing Branch to locate the missing and officially document such incident. A STAIRS report was submitted as required by State policies.

ELPAC Coordinator's Name (type or print)	Signature	Date

Attachment C – Initial ELPAC School-Based Training Agenda, 2023-24

School	Region	Loc. Code	CDS Code 19-64733

ELPAC Coordinator's Name (type or print)   Date

Agenda Required Topics:

1. Initial ELPAC Testing Window and School Testing Schedule
2. Training Requirements
   a. TE and Proctor Requirements
   b. Moodle Training and Requirements
3. Activating ELPAC TOMS Accounts
   a. Signing TOMS Affidavit
4. Accessibility Resources
   a. Review *The California Assessment Accessibility Resources Matrix*
   b. Review Attachment A from REF-133914 2022-23 LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP
5. Monitoring Completion
   a. Students Requiring Make-up Testing
6. Preparing for Test Administration
   a. Technology
   b. Testing Room Environment and Signage
7. Creating a Test Session
8. Initial ELPAC Test Administration (Reading, Writing, Listening, and Speaking)
   a. DEI and THSS
   b. Student Score Sheets
   c. Initial Alternate ELPAC Test Administration (if applicable)
9. Security / STAIRS
   a. Inventory Control Form
   b. Reporting Testing Incidents
10. Crisis Alert Response System (CARS) and Audits
11. School Logistics
12. Additional Topics as determined by the ELPAC Coordinator and Principal

Attachment D – Initial ELPAC School-Based Training Sign-In Sheet, 2023-24

School _____ Region _____ Loc. Code _____ CDS Code 19-64733

ELPAC Coordinator's Name (type or print) _____ Date _____

Name	Employee ID	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Attachment E - RSVP Initial ELPAC Returned Testing Materials Verification 2023-24

School	Region	Loc. Code	CDS Code 19-64733

Principal's Name (type or print)	Signature	Date

ELPAC Coordinator's Name (type or print)	Signature	Date

	@lausd.net
ELPAC Coordinator's Contact Number	ELPAC Coordinator's Email

Instructions: The ELPAC Coordinator at each RSVP school is required to return the Initial ELPAC K-2 Writing Answer Books to the school's assigned Testing Center for students tested between August 14, 2023, and October 31, 2023.

1. Package the Initial ELPAC K-2 Answer Books for students tested in an envelope/box. Answer books should be in alphabetical order for each grade. The demographic information on each document must be completed as indicated in this document.
2. Adhere the label from Attachment F to the envelope/box.
3. Place this completed Attachment E and the alphabetical roster(s) of students tested (one roster for each grade) on top of the K-2 Answer Books inside the envelope/box.
4. Schedule an appointment in the STB Portal to deliver your materials.
5. Hand-deliver the envelope/box to the school's assigned Testing Center on November 15-16, 2023.

1. Alphabetical Roster (one roster for each grade) of students tested. (See Attachment M for sample roster)
   - Last Name and First Name
   - SSID

2. Number of K-2 Writing Answer Books being submitted:

   Grade K: _____ Grade 1: _____ Grade 2: _____

3. Number of Scorable Boxes/Envelopes Being Returned: _____

Note: Additional documentation was required to be uploaded to the STB Portal by Oct. 31, 2023. For additional guidance, refer to Attachment A in this document.

For Office Use ONLY	Collected by:_____ Date: _____	Processed by: _____ Date:_____
	Attachment E: ☐ Completed ☐ Missing Principal's Signature	Status: ☐ Roster Discrepancy ☐ Demographic Mismatch ☐ Duplicate Writing Answer Book Date Resolved: _____

Attachment F – Packing RSVP Schools' Initial ELPAC Scorable Materials

Label

2023-24 Initial ELPAC
RSVP K-2 WRITING ANSWER BOOKS
Students Tested from August 14 – October 31, 2023

School Name: _____

Location Code: _____

Box/Envelope: _____ of _____

Attachment G1 – Initial ELPAC Answer Book With a Label – RSVP SCHOOLS
See Attachment K for a list of RSVP Schools

RSVP Answer Books <u>with</u> a Label

Attachment G2 – Initial ELPAC Answer Book Without a Label – RSVP SCHOOLS
See Attachment K for a list of RSVP Schools

Attachment H – 2023-24 Initial ELPAC Coordinator Checklist

The Initial ELPAC Coordinator 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 A*fter* testing.

BEFORE TESTING

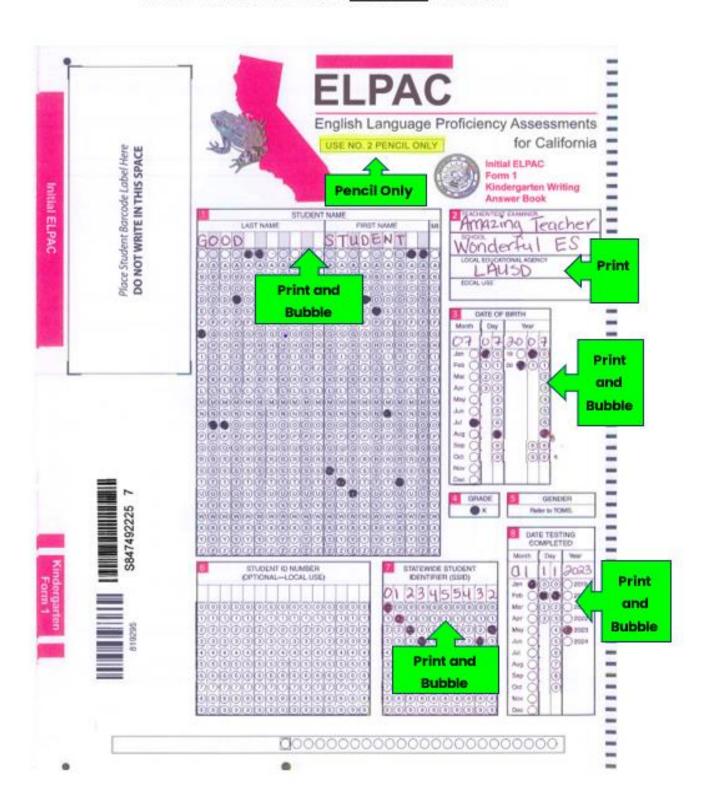| **Initial ELPAC Coordinator Training Resources** |
| --- |
| 1. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Instructions (Coordinator Resources) |
| 2. REF-143508.0- 2023-24 Initial ELPAC and Initial Alternate ELPAC Requirements for Principals, Coordinators, and Support Staff (e-Library) |
| 3. REF-139909.0- 2023-24 State and National Mandated Testing Calendars |

Initial ELPAC Coordinator Training Requirements

1. Complete 2023-24 ELPAC Security Forms Coordinator Requirements in MyPLN
   a. 2023-24 ELPAC Security Forms Coordinator Training (MyPLN)
   b. Electronically sign the 2023-24 ELPAC Security Affidavit and Agreement (STB Portal via MyPLN)

2. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training Facilitated by STB
3. 2023-24 Initial ELPAC TE Training and Calibration - (Moodle Training Site) - Facilitated by LD EL Coordinator and completed in Moodle.
4. New Test Examiners Only - Initial Alternate ELPAC -Test Examiner Certification - (Moodle Training Site) – Mandatory if Alternate ELPAC Field Test was not completed last year.

Training and Security for Test Examiners (TEs) and Proctors
1. Designate Initial/Initial Alternate ELPAC Test Examiners for your school in the STB Portal. STB will create Moodle Accounts for individuals who do not currently have an account.
2. Share the SECURE Initial /Initial Alternate ELPAC Moodle Key with TEs who have completed all training requirements.

3. Monitor Test Examiners and Proctors completion of training requirements in the STB Portal. STB Website > STB Portal > Security Forms > Reports
   a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
   b. Electronically sign the 2023-24 ELPAC Security Affidavit (STB Portal via MyPLN)
   c. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training Facilitated by ELPAC Coordinator
   d. 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration - (Moodle Training Site)

4. Collect Certificates of Calibration from all TEs who will be administering the Initial ELPAC and/or Initial Alternate ELPAC
   a. 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration - (Moodle Training Site)
   b. New Test Examiners Only - Initial Alternate ELPAC -Test Examiner Certification - (Moodle Training Site) – Mandatory if Alternate ELPAC Field Test was not completed last year.

5. Test Examiners must complete their respective requirements before being given a TOMS TE account.
6. Develop and share an Initial ELPAC and if applicable, Initial Alternate ELPAC testing schedules with school staff.
7. 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. Note the use of the ELPAC Daily Inventory Control Sheet for every Test Examiner
8. Review Test Security and room environment regulations (Refer to 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Instructions)
9. Cell phone management
10. Unauthorized electronic devices
11. Maintain copies of all sign-in sheets and agendas and ensure they reflect the accurate dates and times of all trainings. To ensure State and District audit requirements are met, copies will be uploaded to the STB Portal as evidence of completion.

Preparing for Initial ELPAC Administration

1. Bookmark the following websites on your computer:
   a. ELPAC homepage https://elpac.org
   b. STB Website https://achieve.lausd.net/testing

2. Receive, inventory, and securely store Initial ELPAC K-2 Writing Answer Books.

3. Create and manage all school-level TOMS accounts for Test Examiners after verifying all training requirements have been completed.
4. Review 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Instructions. STB website > Coordinator Resources
5. Cross-reference students' hard copy of the Home Language Survey with what is entered in MiSiS and TOMS Initial ELPAC and Initial Alternate ELPAC Student Eligibility Report to verify Initial ELPAC eligibility.
6. Communicate with Special Education team to identify students who are eligible for the Initial Alternate ELPAC (Review FAPE 2 Part 4 of IEP).
7. Verify that all eligible students have an SSID and an English Language Acquisition Status (ELAS) of To Be Determined (TBD) in TOMS before attempting to test.
8. Distribute the Initial ELPAC Parent Notification or Initial Alternate ELPAC Parent Notification (published by MMED) prior to testing. https://achieve.lausd.net/Page/180#spn-content
9. Ensure Secure Browsers are installed on student testing devices (Contact ITS to ensure timely device setup.)
10. Ensure Test Examiners have an updated device (e.g., laptop, Chromebook, etc.) to utilize during testing.
11. Print, prepare, and securely store student logon credentials.

Designated Supports and Accommodations

1. Communicate with Special Education team to review designated supports and accommodations for students with IEPs and Section 504 Plans.
2. Share with staff the process for documenting designated supports using Attachment A from REF-133914 2022-23 LAUSD Accessibility and Accommodations Guidelines for ELPAC and CAASPP.
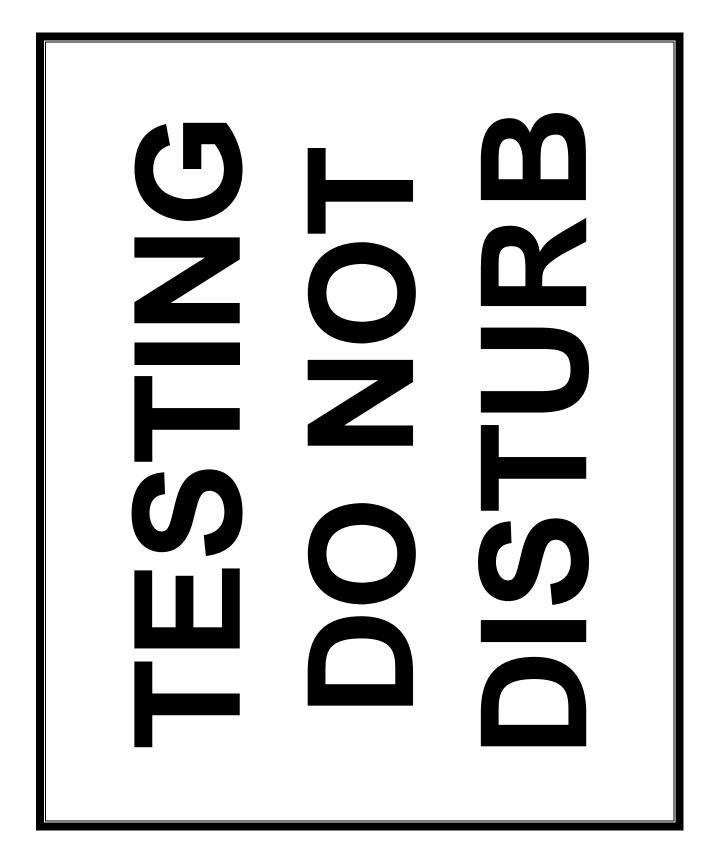3. Enter identified designated supports/accommodations in TOMS for all students who require them.

DURING TESTING

1. Use the Completion Status Portal to monitor test completion per domain. Submit a STAIRS to Reopen or Reset any Paused or Force Complete Domain. Completion Status Quick Guide is located in Coordinator Resources.
2. Monitor the following for grades K-2 Initial ELPAC:
   a. Speaking scores are documented on Student Score Sheet and scores are entered in the Data Entry Interface (DEI).
   b. Writing responses are scored and documented on the Student Score Sheet and entered in the DEI.
3. Monitor the following for grades 3-12 Initial ELPAC:
   a. Speaking Scores are documented on the Student Score Sheet and entered in the DEI
   b. Students' responses for the Writing domain are scored and Marked Complete in the Teacher Hand Scoring System (THSS).
4. Provide direction and assistance to Test Examiners and Proctors during testing.
5. Monitor that Test Examiners are adhering to all test security policies and practices.
6. Ensure proper handling of all printed test materials and scratch paper. Collect **daily** all test materials, Student Score Sheets and student logon credentials to keep in a secure location until testing concludes. Destroy scratch paper daily, immediately after testing.
7. Create a STAIRS to report any testing impropriety, irregularity, or security breach. Immediately call STB to report any security breach.

AFTER TESTING

1. **RSVP SCHOOLS:** Place ELPAC labels (provided by STB) on K-2 Writing Answer Books prior to submitting.
2. Refer to instructions included with label shipment.
3. Monitor TOMS and print Student Score Reports as they become available.
4. Refer to *2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Instructions* for guidance on submitting required paperwork through STB Portal.
5. Maintain Student Score Sheets (grades 3-12 Speaking domain) in a secure location. Shred once student receives 2024 Summative ELPAC scores.

Attachment I – Sign: Unauthorized Electronic Devices

Unauthorized electronic devices MAY NOT be used at any time during the testing session.

Attachment J – Sign: Testing Do Not Disturb

TESTING DO NOT DISTURB

Attachment K – List of RSVP Schools

LC	SCHOOL NAME	LC	SCHOOL NAME
5740	118TH ST EL	4130	GLEDHILL ST EL
3959	42ND ST EL	4137	GLEN ALTA EL
6644	74TH ST EL	6549	HOLLYWOOD EL
6630	75TH ST EL	4562	HOLMES AVE EL
5548	92ND ST EL	4786	LA SALLE AVE EL
5521	95TH ST EL	4764	LANAI RD EL
5534	99TH ST EL	2307	LEE EL MED HLTH MAG
2250	ACAD ENRICH SCI MAG	6658	MCKINLEY AVE EL
2068	ALLESANDRO EL	5219	MELROSE AVE EL M/S MG
6426	AMANECER PC	5384	MONTE VISTA ST EL
2219	ASCOT AVE EL	5425	MULTNOMAH ST EL
2329	BEACHY AVE EL	5459	NEVADA AVE EL
2397	BELVEDERE EL	5699	NORWOOD ST EL
2438	BERTRAND AVE EL	5726	O'MELVENY EL
2473	BONITA ST EL	5918	OXNARD ST EL
2479	BRADDOCK DR EL	6027	PARTHENIA AC ART TEC
2507	BRENTWOOD EL SCI MAG	6068	PINEWOOD AVE EL
2630	BURBANK BLVD EL	2306	PLAYA VISTA EL
2740	CANFIELD AVE EL	7780	RFK UCLA COMM SCH
2767	CANTARA ST EL	6425	ROWAN AVE EL
3164	COLFAX CEL	6507	SAN PEDRO ST EL
3178	COLISEUM ST EL	6699	SHERMAN OAKS EL CS
2741	COMMUNITY EL MAG CS	6890	STAGG ST EL
5016	COUGHLIN EL	6988	SUNRISE EL
3302	CRESTWOOD ST STEAM MG	7198	TOPANGA EL CS
3335	DANUBE AVE EL	7219	TRINITY ST EL
3377	DEARBORN EL CA	7397	VALLEY VIEW EL
3425	DENKER AVE EL	7493	VERNON CITY EL
3548	ELIZABETH LC	7589	WADSWORTH AVE EL
3575	ELYSIAN HTS ARTS MAG	3311	WESTSIDE GLBL AWR MAG
6873	ESCALANTE EL	7795	WILSHIRE CREST EL
3699	EVERGREEN AVE EL	7836	WINNUTKA AVE EL
5781	FLOURNOY EL	7849	WONDERLAND AVE EL
3426	GARZA PC	7863	WOODCREST EL
4123	GLASSELL PK STEAM MAG		

Attachment L – Testing Center Locations

Listed below are the Testing Center locations assigned to each district for delivery of testing materials.

PLEASE NOTE: **Testing Centers are** <u>not</u> **staffed year-round, except for the Central Testing Center. All materials must be turned in on the due date by 3:00 p.m. If the due date is missed, all testing materials must be hand delivered to the Central Testing Center.**

LOCATION	TELEPHONE AND FAX NUMBER
CENTRAL TESTING CENTER 2151 North Soto Street Los Angeles, CA 90032 (Intersection of San Bernardino Fwy and Soto Street; north on Soto Street. Enter Local District-East complex.)	PHONE: (323) 224-2408 Please call ahead, only open on turn-in days and for pick-up of additional K-2 Writing materials by appointment.
SOUTH TESTING CENTER Banneker Special Education Center 14024 South San Pedro Street Los Angeles, CA 90061 (Intersection Rosecrans and Main; east on Rosecrans ¼ mile to San Pedro St., left 1/10 mile.)	PHONE: (310) 366-7358 Please call ahead, only open on turn-in days.
VALLEY TESTING CENTER Mulholland Middle School 17120 Vanowen Street Lake Balboa, CA 91406 Room 74-75 (Intersection of Victory and Balboa, north on Balboa to Vanowen; Vanowen left one block)	PHONE: (818) 609-2591 Please call ahead, only open on turn-in days.
WEST TESTING CENTER Johnnie Cochran Middle School 4066 W Johnnie Cochran Vista, Room 403 Los Angeles CA 90019 (Intersection of Venice Blvd and Crenshaw Blvd., east on Venice. Right on S Bronson Ave. Left on W 17th Street to end of street.)	PHONE: (323) 730-4371 Please call ahead, only open on turn-in days.

Attachment M– RSVP Schools: Sample Roster of Students – November 2023 Collection

School: _____   _____   19 - 64733 - _____
                                                                    Local District   Loc. Code   CDS Code

Coordinator: _____   _____   _____
                         Name (type or print)   Signature   Date

                                                                                                    @lausd.net
_____   _____   _____
         Contact Number   Extension   Email Address

Testing Center: ☐ Central	☐ South	☐ West	☐ Valley
Grade (Complete a Separate Roster For Each Grade): ☐ Grade K	☐ Grade 1	☐ Grade 2	

	Last Name	First Name	SSID
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
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