



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

**TITLE:** 2019-20 Initial English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, Coordinators, and Support Staff

**NUMBER:** REF-074501

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

**DATE:** July 25, 2019

Due: Various Dates

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

**PURPOSE:** The purpose of this Reference Guide is to outline the 2019-20 Initial English Language Proficiency Assessments for California (ELPAC) training requirements for Principals, site ELPAC coordinators, test examiners (TE), and support staff.

- MAJOR CHANGES:**
1. The Test Operations Managements System (TOMS) has been enhanced for the 2019-20 school year and has resumed operations as MyTOMS.
  2. Site ELPAC coordinators must complete the Local District Initial ELPAC Calibration training before the Student Testing Branch (STB) assigns access to MyTOMS and the Local Scoring Tool (LST).
  3. Site ELPAC coordinator must complete the 2019-20 Initial ELPAC Administration Instruction Training and Assessments before STB approves the release of 2019-20 Initial ELPAC testing materials to the school.
  4. Site ELPAC coordinators and test examiners are now required to certify the affidavit and agreement when they first get access to their MyTOMS accounts.
  5. The California Department of Education (CDE) and the STB will be conducting audits at randomly selected schools.

**GUIDELINES: I. BACKGROUND**

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

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

1. Initial ELPAC – The Initial ELPAC is used to identify a student as either an English Learner (EL) student who needs support to learn English or as



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proficient in English. This test is administered within 30 days of when the student enrolls in a California school for the first time.

2. Summative ELPAC – The Summative ELPAC is a test used to measure the skills of ELs. The results will help the school and district determine if the student is ready to be reclassified as proficient in English. The Summative ELPAC is administered every spring and ELs take this test annually until reclassified.

### **II. PRINCIPAL AND SITE ELPAC COORDINATOR REQUIREMENTS FOR RELEASE OF INITIAL ELPAC MATERIALS**

The principal and site ELPAC coordinator must complete their respective requirements before STB approves the release of 2019-20 Initial ELPAC materials to schools.

#### Principal Requirements

Principals complete the two requirements listed below in the Principal's Portal at <https://principalportal.lausd.net/>. Note that the Principal's Portal has been enhanced for the 2019-20 school year. Although the State Testing Requirements remain the same for principals, the website layout has changed. Please see Attachment B for instructions on how to navigate the webpage and how to complete each requirement.

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

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

The site ELPAC coordinator is the test coordinator at the school level who is responsible for managing the ELPAC testing program at the school, ensuring that all eligible students are tested, following all testing procedures, maintaining the security of all test materials at the site, and assuring the proper handling of test materials before, during and after testing, as instructed by STB. State test administration and security procedures are outlined in the [2019-20 Initial ELPAC Test Administration Manual](#). District test



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administration and security procedures are outlined in the 2019-20 Initial ELPAC Administration Instructions.

The District will automatically enroll the site ELPAC coordinator in the 2019-20 ELPAC Coordinators Requirements curriculum in MyPLN when the principal designates the coordinator in the Principal's Portal. This curriculum contains all the requirements listed below. Self-registration in MyPLN is necessary for coordinators at schools where the principal does not have access to the Principal's Portal or if the ELPAC coordinator does not receive an enrollment confirmation email from MyPLN. See Attachment A for enrollment instructions.

The 2019-20 Initial ELPAC Coordinator Requirements curriculum contains six separate items. Items 1-5 are required for the release of Initial ELPAC materials to schools. The sixth item is required for the designation of the site ELPAC coordinator's MyTOMS account and for ordering additional ELPAC materials from STB.

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

**\* Item 6 must be completed before the coordinator is granted access to MyTOMS which includes the LST.**

The CDE is implementing a new ELPAC security documents certification process for the 2019-20 school year. Site ELPAC coordinators will be required to electronically certify the 2019-20 ELPAC security affidavit and agreement two times. The first time, site ELPAC coordinators will electronically certify the affidavit and agreement in the STB Portal. They will be required to certify the affidavit and agreement again the first time they log into the MyTOMS.

### Delivery of Initial ELPAC Materials

Schools where the principal and site ELPAC coordinator complete their respective requirements by 4:00 p.m. on August 9, 2019 can expect the



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delivery of Initial ELPAC materials starting the week of August 12, 2019. After the week of August 12<sup>th</sup>, deliveries will be scheduled on a weekly basis and prioritized based on when requirements are completed.

Principal & Coordinator Complete Requirements by 4:00 p.m. on:	Delivery of the Initial ELPAC Test Materials to Schools will Start on:
Friday, August 9, 2019	Week of August 12
Friday, August 16, 2019	Week of August 19
Friday, August 23, 2019	Week of August 26

After August 26, 2019, schools will receive their Initial ELPAC materials three to five days after the principal and site ELPAC coordinator complete their respective requirements. Note that all dates and requirements contained in this document are subject to change based on the availability of materials and changes in ELPAC regulations or test vendor guidelines.

### III. TEST EXAMINER AND PROCTOR REQUIREMENTS

Teachers who administer the Initial ELPAC to students are known as Test Examiners (TE). Per MMED policy, only trained certificated staff members (with a teaching credential) are eligible to administer the Initial ELPAC. TEs ensure the proper administration of all testing procedures and maintain the security of all test materials while administering the test.

Proctors assist test examiners during group administration of more than 10 students in grade two and 20 students in grades three through twelve. Trained paraprofessionals who complete their respective requirements can assist with proctoring the Initial ELPAC group administration but are not to administer the assessment to students nor score student responses.

TEs and proctor training requirements required by STB are available in MyPLN. TEs will enroll in a single curriculum, which includes all the requirements they need to complete. Proctors will also enroll in a single curriculum, which includes their respective requirements (See Attachment A for MyPLN enrollment instructions).

#### Test Examiner Requirements

TEs must be employees of the school district. TEs must complete the four requirements listed before getting access to Initial ELPAC secure materials, administering any ELPAC assessments, or getting access to MyTOMS:

1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training
2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment



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3. 2019-20 ELPAC Affidavit – electronically certify
4. 2019-20 Initial ELPAC Scoring Calibration Training – facilitated by the ELPAC Coordinator at the school

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

The CDE is implementing a new ELPAC affidavit certification process for the 2019-20 school year. TEs will be required to electronically certify the 2019-20 ELPAC security affidavit two times. The first time, TEs will electronically certify the affidavit in the STB Portal. They will be required to certify the affidavit again in MyTOMS the first time they log into the system.

STB will monitor daily the completion of TE requirements. MyTOMS accounts for TEs who have not completed requirements 1, 2, and 3 and TEs with non-LAUSD email addresses will be deleted.

### Proctor Requirements

Proctors must be employees of the school district. Proctors assist TEs during group administration of more than 10 students in grade two and 20 students in grades three through twelve. Because they will be in the testing room and have access to secure ELPAC materials, proctors are required to complete requirements listed below. However, because proctors don't administer tests, they do not need access to MyTOMS.

1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training
2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment
3. 2019-20 ELPAC Affidavit – electronically certify
4. 2019-20 Initial ELPAC Proctor Orientation – facilitated by the site ELPAC Coordinator at the school

## **IV. ACCESS TO MyTOMS AND LST**

### MyTOMS

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



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MyTOMS. ELPAC functionality is now available MyTOMS. CAASPP functionality will be integrated on September 3, 2019.

MyTOMS includes features such as:

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

Access to MyTOMS is assigned on a yearly basis. As MyTOMS transitions to a new school year, all previous year's ELPAC TOMS accounts are deactivated. This year, 2018-19 ELPAC TOMS accounts were deactivated during the week of July 1, 2019.

Starting on August 16, 2019, the Student Testing Branch will create 2019-20 MyTOMS accounts for site ELPAC coordinators who complete the requirements indicated in this document. In turn, the site ELPAC coordinator will create 2019-20 TE MyTOMS accounts for teachers who complete their respective requirements.

### Local Scoring Tool (LST)

The LST is available in MyTOMS. After ELPAC tests are scored, the site ELPAC coordinator will input raw hand-scored results into the LST. To enter scores in the LST, the student's Statewide Student Identifier (SSID) and English Language Acquisition Status (ELAS) must exist in the California Longitudinal Pupil Achievement Data System (CALPADS) and MyTOMS. This is necessary for student data retrieval and validation. Please make sure your students' records are updated in MiSiS as needed so that any changes to the grade or student's demographics are reported to CALPADS in a timely manner.

District policy mandates that Initial ELPAC scores be entered in the LST by the site ELPAC coordinator only. To avoid LST-related issues, scores must be entered in the LST as soon as students are tested, and the student has an SSID.
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## **V. MULTILINGUAL AND MULTICULTURAL EDUCATION DEPARTMENT (MMED) REQUIREMENTS**



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All ELPAC trainers must be certified each year to administer and score the Initial ELPAC. This training is facilitated by MMED. Local District EL Program staff will schedule and announce training dates and locations. Participation in this training is required to receive certification. Site ELPAC coordinators will be trained on the administration of the test and facilitation of Part I and Part II of the 2019-20 Initial ELPAC Training for Text Examiners.

Part I, 2019-20 Initial ELPAC Administration Training for Text Examiners, provides an overview of initial ELPAC administration procedures. Part II, 2019-20 ELPAC Scoring Calibration Training for Test Examiners, focuses on the accurate scoring of the Initial ELPAC by test examiners. In addition, coordinators will receive training on guidelines for handling testing irregularities, security breaches, and strategies for managing school logistics. Upon completion of this training, coordinators will work with their school administrator to schedule the required school staff trainings for TEs and proctors.

### **VI. ELPAC SECURITY AUDITS**

The Student Testing Branch and Educational Testing Services (ETS), the ELPAC test contractor, will conduct audits during the year. The objective of the audit is to evaluate adherence to proper test security procedures and testing guidelines outlined in the 2019-20 Initial and Summative ELPAC Test Administration Manual (published by ETS) and the 2019-20 Initial and Summative ELPAC Administration Instructions (published by STB). The audit will include the reviewing of inventory control forms, the inventorying of test booklets, the evaluation of storage facilities where secure test materials are kept when not in use, and the observation and evaluation of testing rooms.

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



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### **RELATED RESOURCE:**

- *2019-20 Initial ELPAC Administration Instructions* is posted on the STB website at <http://achieve.lausd.net/elpac>.
- MEM-055505.1, 2019-20 Training Requirements for Test Examiners on the ELPAC, published by MMED.
- State ELPAC Website at <http://www.elpac.org/>
- District ELPAC Website at <https://achieve.lausd.net/elpac>

### **ASSISTANCE:**

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





**INITIAL ELPAC REQUIREMENTS  
MyPLN Enrollment Instructions**

Online training requirements for site ELPAC coordinators, Test Examiners (TE) and proctors are available in MyPLN. Site ELPAC coordinators, TEs, and proctors will enroll in a single curriculum for their specific role:

1. 2019-20 Initial ELPAC Coordinator Requirements
2. 2019-20 Initial ELPAC Test Examiner Requirements
3. 2019-20 Initial ELPAC Proctor Requirements

Registration Instructions:

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

This table displays the requirements for each curriculum:

Curriculum	Requirements
<b><u>Site ELPAC Coordinator:</u></b> 2019-20 Initial ELPAC Coordinator Requirement	<ol style="list-style-type: none"> <li>1. 2019-20 ELPAC Security Forms Coordinator Training</li> <li>2. 2019-20 ELPAC Security Forms Coordinator Training Assessment</li> <li>3. 2019-20 ELPAC Affidavit and Agreement (STB electronic certification)</li> <li>4. 2019-20 Initial ELPAC Administration Instructions Coordinator Training</li> <li>5. 2019-20 Initial ELPAC Administration Instructions Coordinator Training Assessment</li> <li>6. 2019-20 Initial ELPAC Scoring Calibration Training (This face-to-face training is facilitated by the Local District EL Coordinator)</li> </ol>
<b><u>Test Examiner:</u></b> 2019-20 Initial ELPAC Test Examiner Requirements	<ol style="list-style-type: none"> <li>1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training</li> <li>2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment</li> <li>3. 2019-20 ELPAC Affidavit (STB electronic certification)</li> <li>4. 2019-20 Initial ELPAC Scoring Calibration Training for Test Examiners*</li> </ol>
<b><u>Proctor:</u></b> 2019-20 Initial ELPAC Proctor Requirements	<ol style="list-style-type: none"> <li>1. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training</li> <li>2. 2019-20 ELPAC Security Forms Test Examiner and Proctor Training Assessment</li> <li>3. 2019-20 ELPAC Security Affidavit (STB electronic certification)</li> <li>4. 2019-20 Initial ELPAC Proctor Orientation*</li> </ol>

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



**INITIAL ELPAC REQUIREMENTS  
Principal’s Portal Instructions**

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

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

Security Documents – Principal’s Certification

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

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

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

Figure 1

Security Documents Certification	Due Date	Complete Date
<a href="#">CAASP Security Affidavit and Agreement (Electronic certification)</a>	8/9/2019	<b>Pending</b>
<a href="#">ELPAC Security Affidavit and Agreement (Electronic certification)</a>	8/9/2019	<b>Pending</b>

  

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

Figure 2

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