LOS ANGELES UNIFIED SCHOOL DISTRICT
MULTILINGUAL AND MULTICULTURAL EDUCATION DEPARTMENT
STUDENT TESTING BRANCH

ELPAC Frequently Asked Questions (FAQs)
Fall 2020

QUESTIONS	ANSWERS
ELPAC GENERAL QUESTIONS	
1. What is the purpose of the English Language Proficiency Assessments for California (ELPAC)?	• State law (California Education Code Sections 313 and 60810) and federal laws (Title I and III of the Elementary and Secondary Education Act) require that Districts administer a state test of English language proficiency to (1) newly enrolled students whose primary language is not English, as an initial assessment, and (2) students who are English Learners (ELs), as an annual assessment. For California public schools students, this test is the ELPAC.
2. Which students take the Initial ELPAC?	• Any student with a primary language other than English, as determined by a home language survey, who has not taken the California English Language Development Test or ELPAC before and who has not been previously classified as an EL, must take the Initial ELPAC. These unassessed students are probable ELs.
3. Can parents/guardians opt their child out of the ELPAC?	• No. Parents and guardians cannot opt their child out of the ELPAC. State law (California) and federal law (Titles I and Ill of the Every Student Succeeds Act) require that all students whose primary language is a language other than English be assessed for English language proficiency (ELP). The legal basis for requiring ELP testing is that all students have the right to an equal and appropriate education, and any English language limitations (left unidentified or unaddressed) could preclude a student from accessing that right.
4. When does the testing window start for the Initial and Fall 2020 Summative ELPAC assessment?	• The testing window for the Initial and Fall 2020 Summative ELPAC is from October 1, 2020 to October 30, 2020.
5. How will probable ELs and identified ELs be assessed with ELPAC during distance learning?	• All probable ELs and identified ELs will be assessed remotely utilizing the computer-based assessment platform in the Test Operations Management Systems (TOMs). In unique circumstances, probable ELs and identified ELs will be assessed in person.
6. Do we test Expanded Transitional Kindergarten (ETK) and Transitional Kindergarten (TK) students with the ELPAC?	• Yes. Students in ETK and TK take the kindergarten ELPAC test.
7. How will examiners be trained to administer the Initial and Fall 2020 ELPAC?	• The ELPAC Coordinator will train all Initial ELPAC test examiners synchronously using the MyPLN course 2020-2021 Initial ELPAC Test Examiner K-5 Training or 2020-2021 Initial ELPAC Test Examiner 6-12 Training. Examiners could also train themselves using the same course asynchronously. • Before accessing the above trainings, all Initial ELPAC test examiners will need to complete the 2020-2021 ELPAC Security Forms for Test and Proctor Requirements in MyPLN. Examiners could search for this course with the keyword: Test security. • Teachers who were trained and calibrated to administer the 2019-20 Summative ELPAC do not need to be trained again to administer the Fall 2020 ELPAC.

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8.	What will the test examiners need to access on their device during testing?	• Test examiners should have the Test Administrator Interface open to start, pause, monitor, and stop a test session. Test examiners who access electronic versions of the Directions for Administration (DFA) should also have this document open on their device, if not printed. Test examiners administering the Speaking domain should have access to the Data Entry Interface for real-time score entry, if not using the student score sheet.
FALL 2020 SUMMATIVE ELPAC		
9.	Who will test with the Fall 2020 Summative ELPAC?	• ELs who scored an Overall Performance Level 3 in the 2018-19 spring Summative ELPAC administration.
10.	How will the students be tested with the Fall 2020 Summative ELPAC?	• The California Department of Education (CDE) has made available options for the administration of the computer-based Summative ELPAC. The assessment will be mainly administered remotely and in unique circumstances it will be administered in person. Given our current circumstance, Test Examiners will use Zoom to administer remotely the ELPAC assessment to qualifying students.
11.	How will the school identify the eligible students who will take the Fall 2020 Summative ELPAC?	• MMED will identify the students eligible for the Fall 2020 Summative ELPAC opportunity assessment and upload a list into the Reports tab of the Online Accountability System (OLAS) in the Principal's Portal.
12.	Will the District publish Administration Instructions for the 2020 Fall Summative ELPAC?	• The Student Testing Branch published remote testing guidelines for the Initial and Summative ELPAC. Schools must follow State and District policy and guidelines as outlined in the 2020 Summative ELPAC Administration Instructions published last spring. This document can be found on the Student Testing Branch website, located on the ELPAC link at https://achieve.lausd.net/Page/13121, under the ELPAC Administration Instructions (2019-20) section. For questions regarding this document, call the Student testing Branch at (213) 241-4104.
13.	Do I have to train formerly trained Test Examiners to administer the 2020 Fall Summative ELPAC again this school year?	• Test Examiners that were trained for the administration of the 2019-20 Summative ELPAC last spring are eligible to administer the Fall 2020 Summative ELPAC. Important note, Test Examiners must be calibrated for the grade/grade span that they will test in the fall. These requirements must be completed before the handling of any test materials and the start of testing.
14.	Are students taking the same test that they would have taken in the spring 2019-20?	• Yes. Students are taking the same grade or grade level span ELPAC assessment that they would have taken in the spring of 2020.
15.	Do students who have a 2018-19 overall ELPAC Performance Level 4 take the Fall 2020 Summative ELPAC?	• No. A student who scored an overall ELPAC Performance Level 4 in the 2018-19 Summative ELPAC does not need to take the 2019-20 Summative ELPAC. A 2018-19 ELPAC proficient score can be used for reclassification until December 15, 2020.
16.	Are we testing ELs on the Alternate Curriculum with the Fall 2020 Summative ELPAC?	• Schools need to refer to the student's Individual Education Program (IEP) to determine whether the student is to be assessed with the Fall 2020 Summative ELPAC or with the Ventura County Comprehensive Alternate Language Proficiency Survey (VCCALPS) during the assessment window. Although the 2019-20 Summative ELPAC is only for ELs who have a 2018-19 overall ELPAC performance Level 3, ELs on the Alternate Curriculum should have access to this assessment opportunity for reclassification.

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17. What do we do if we have identified a student who is eligible to take the Fall 2020 Summative ELPAC but is not on the eligibility list? Who do we contact?	• Contact your Local District English Learner Programs Coordinator for support or Elizabeth Shnorhokian, EL Specialist, at emald4@lausd.net.
18. What if my school needs support to administer the Fall 2020 Summative ELPAC?	• Local District EL program and MMED staff are prepared to support schools requesting assistance to administer the 2019-20 Summative ELPAC. Contact the Local District EL Programs Coordinator or MMED at (213) 241-5582/email emald4@lausd.net to arrange for support.
19. When will schools receive the results of the Fall 2020 Summative ELPAC?	• Student scores on the Fall 2020 Summative ELPAC will be produced 6 to 8 weeks after all four domains are completed and scored, but only for students who completed all four domains.
ELPAC TEST ADMINISTRATION QUESTIONS	
20. Who can administer the ELPAC?	• Credentialed District employees who have been trained in the Initial or Summative ELPAC can administer the ELPAC test. Test Examiners may be the site ELPAC Coordinator, English Learner designee, TSP advisor. At the discretion of the school principal, paraprofessionals and substitute teachers can administer the ELPAC assessment.
21. Can a Title III Instructional Coach administer the Summative ELPAC test?	• No. A Title III Instructional Coach is a categorically funded/single cost objective position with a clearly defined role. They cannot administer the Initial or Summative ELPAC test as it is a core activity.
22. How will the school inform the parents of students who are eligible to take the 2020 Fall Summative ELPAC opportunity?	• Schools will inform parents of eligible students via a parent letter that is available on the STB website. Parents/guardians will need to consent to the remote assessment of their children.
23. Is there a sequence in which the ELPAC test domains must be administered?	• No. The four test domains—Listening, Speaking, Reading, and Writing—may be administered in any order, but the parts (task types) within a domain must be administered sequentially.
24. How is the speaking domain for the ELPAC administered?	• For ETK through grade twelve, the speaking domain is administered one-on-one using the computer-based platform in TOMS.
25. If a student is struggling to answer the test questions or is not answering them correctly, is there a way to end the test early?	• Yes, stopping markers are included in the Directions for Administration (DFA) so that the test examiner has an opportunity to end the test administration if the student is not responding or has not answered a question correctly at a certain point in the test. For the Initial ELPAC, there will also be an End Test button that corresponds to these stopping markers in the DFAs.
26. What is the purpose of using audio capture for the speaking domain?	• Audio or voice capture should be used during the administration of the Speaking domain. Ten percent of responses will be scored by Educational Testing Service for federal accountability purposes. However, the score provided by the test examiner remains as the final score for the student.
27. Are parents able to opt out of the voice capture in the speaking domain?	• Yes. If parents choose to opt out of the voice capture after receiving the Initial or Annual Summative ELPAC Parent Notification, the school can, on a student by student basis, not capture their voices. The school must maintain a record of the parent request. • It is important to note that capturing student voices is a requirement of the federal government and assists the state with ensuring that all test examiners

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	are calibrated within a District and identifies any improvements to support future trainings.
28. When do you turn on the microphone when administering the speaking domain?	• The process goes smoothly if the test examiner starts the audio capture prior to asking the student the question.
29. What happens if the test examiner forgets to press the button for audio capture?	• If the test examiner forgets to select the button for audio capture, they do not need to have the student repeat the answer. They can simply move to the next question. The test examiner should score the response in the moment as the student provides the answer.
30. Can all the domains of the Initial or Summative ELPAC be administered in one sitting?	• Yes, but it is not recommended. The Initial or Summative ELPAC can be administered in one sitting if the student is not fatigued. • This is most viable for kindergarten and grade one where the tests are shorter in length.
31. What do I do with the K-2 Writing Answer Books after testing?	• Schools will return the Summative ELPAC K-2 Writing Answer Books to their designated Testing Center at the end of the testing window. Return dates and packing instructions will be published in a Student Testing Update sent via email to the designated Point of Contacts and site ELPAC Coordinators.
TESTING DESIGNATED SUPPORTS OR ACCOMMODATIONS	
32. If a student with an IEP needs specific accommodations that are not in their IEP, do we hold an IEP amendment?	• If accommodations are needed for a student to participate in the ELPAC Summative Assessment for 2020, an IEP team will need to convene to address this need. • For IEPs being held during the testing window, it is best practice to list the designated supports and accommodations on Section K and/or on FAPE page 2 Part 4. • The California Assessment Accessibility Resources Matrix (DOCX) displays the embedded and non-embedded universal tools, designated supports, and accommodations (UDAs) allowed as part of the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) for 2020–21.
33. If a student with an IEP needs specific designated supports that are not in their IEP, do we hold an IEP amendment?	• There is no need to complete an amendment IEP to offer designated supports prior to ELPAC Summative testing for 2020. • The designated supports and accommodations used in ELPAC Summative testing will need to be added at the next review IEP (annual or triennial) if still needed. • Attachment A of REF-084500 will need to be used to document the teacher's decision to provide the needed designated support to the student.
34. If ELPAC is not timed, can we pause during speaking administration?	• Listening Domain-Pause or replay audio is a new designated support. Students who may need audio to slow down or stop momentarily, may have the stimuli of the audio presentation in listening domain paused or replayed during the administration of the test questions. • Any designated support needs to be in documented in Attachment A of REF-084500 and in TOMS.

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35. Since ELPAC is not a timed test, how might the listening audio portion (TOMS) be handled for students requiring extra time as an accommodation?	• Extended breaks is an accommodation in the California Assessment Accessibility Resources Matrix. Extended breaks in the middle of a domain-level test administration are allowed as an accommodation for students with disabilities who have a documented need in the IEP. • Refer to *REF-048500, LAUSD Accessibility and Accommodations Guidelines for English Language Proficiency Assessments for California Assessments*.
36. Where do we mark if a student uses Accommodations?	• Embedded and non-embedded designated supports and accommodations are available for students taking the Summative ELPAC. These designated supports and accommodations must be assigned in the Test Settings tab of the Student Profile page in TOMS.
37. Does using Accommodations automatically lower the student's score?	• Using Accommodations as specified in the student's IEP or Section 504 Plan does not automatically lower the student's score since Accommodations do not change the construct of the test.
38. Will accommodations in Welligent rollover to ELPAC?	• No. Accommodations in Welligent do not roll over to ELPAC.
39. Do we administer the Communication and Observation Matrix (COM) to low verbal students who take an Alternate English Language Proficiency Assessment?	• Yes, for the Initial English Language Proficiency Assessment please refer to *BUL-3778.0, Policies and Procedures for Identifying Students with Disabilities as Low-Verbal/Non-Verbal and as Potential English Learners (ELs)* for procedures. • VCCALPS has replaced the annual COM for students on Alternate English Language Proficiency Assessment as specified in their IEP. The VCCALPS will be administered during the Summative ELPAC window. • Refer to BUL-04896.0, *Annual Alternate Assessment of the English Language Proficiency Levels of Students with Disabilities on the Alternate Curriculum.*
SCORING THE ELPAC ASSESSMENT	

40. What is the Data Entry Interface (DEI)?	• The DEI is a tool used for Summative and Initial ELPAC to enter student scores and responses. Test examiners need to enter the following tests into the DEI:
	   ○ Speaking domain for students in all grade levels for both the computer-based Summative and Initial ELPAC
	   ○ Writing domain for students in kindergarten through grade two
	   ○ All domains for students who were administered the paper-pencil emergency forms of the Summative or Initial ELPAC

41. What is the Teacher Hand Scoring System?	• With the transition to the computer-based Initial ELPAC, the local scoring process has changed. Changes to the process include the following:
	   ○ The Listening and Reading domains for all grade levels will be scored automatically in the test delivery system.
	   ○ The Speaking domain for all grade levels will be locally scored in the moment and the test examiner will enter scores into the DEI. (For more information about this application, refer to the 2019–2020 ELPAC Data Entry Interface User Guide for Computer-based Testing (PDF) web document.)
	   ○ For the Initial ELPAC: The Writing domain for kindergarten through grade two will remain paper-based and will be locally scored. Scores will be entered into the DEI.

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	o The Writing domain student responses for grade levels 3-12 will be scored locally in the Teacher Hand Scoring System. o Once all four domains have been scored, electronic Student Score Reports will be produced within 24 hours and available for download in TOMS.
42. When administering the speaking domain, are there forms available to record the students' scores to be entered in the DEI later?	• Yes, there are speaking student score sheets available at the end of the DFAs for student scores to be entered into the DEI later.
43. Can I record scores on paper then have my coordinator enter all the scores into DEI at the end?	• Test Examiners score the Speaking domain in the moment. • Student Score Sheets are available in the DFAs for the test examiner to use for recording scores during the administration. • Test Examiners are then required to go into the DEI and input the student's scores.
44. When are scores to be entered into the DEI?	• A test examiner can use the Student Score Sheet to enter scores after test administration, preferably the same day. • To avoid scoring errors, it is highly recommended to enter scores immediately after test administration.
ELPAC TRAINING	
45. Who will train testing examiners to administer the Initial ELPAC?	• Test examiner will train other test examiners to administer the Initial ELPAC using the following course available in MyPLN: o 2020-2021 Initial ELPAC Test Examiner K-5 Training or o 2020-2021 Initial ELPAC Test Examiner 6-12 Training
46. Is there make-up training for the Fall 2020 Summative ELPAC?	• If test examiners were trained to administer the 2019-2020 Summative ELPAC and they have not changed grade/grade level span, they do not need to be re-trained. It is highly recommended that all test examiners review the scoring rubrics before administering the Fall 2020 Summative ELPAC. • If test examiners have changed grade/grade level span, they will need to be re-trained by the ELPAC Coordinator to administer the Fall 2020 Summative ELPAC.
ELPAC RESOURCES	
47. Where do I find ELPAC administration instructions, parent letters and resources?	o The Student Testing Branch provides additional information and resources under Coordinator Resources.
48. Will the District publish Administration Instructions for the Initial and Fall 2020 Summative ELPAC?	o Yes. Fall 2020-2021 Initial ELPAC Administration Instructions will be published in the Student Testing Branch website, under ELPAC. o Fall 2020 Summative ELPAC quick guides will be published in the Student Testing Branch Website, under Coordinators Resource.
49. What other ELPAC Resources are available?	• The following resources are available at the CDE website or MMED: o ELPAC Practice Test o ELPAC Parent Guides o Technology Readiness Checker for Students o Initial and Summative ELPAC Parent Notifications

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ELPAC TESTING QUESTIONS FROM THE FIELD	
50. 53. What do I do to administer the K-2 writing for the Summative ELPAC?	• The Student Testing Branch is exploring for a workable solution with CDE. More information to be provided in the near future.
51. Will students need a second device if using an iPAD for testing?	• No. The teacher will sign in as the student and enter the answers for the student in TOMs. To be able to do this, STB will enter the Designated Interface Assistant support in TOMs for all students that have been assigned an iPAD. The test needs to be administered one-on-one for all domains.
52. Can Title I funded TAs support the ELPAC Testing Administration?	• No. Categorical funded personnel cannot support with state required testing. Testing is a core activity that will violate the supplement, not supplant, requirement.
53. Will the Remote ELPAC Administration Parent Acknowledgement letter be made available electronically so parents can safely return it to school?	• To facilitate delivery of ELPAC Administration Parent Acknowledgement letter, STB and MMED are currently working with Mr. David Kooper, Local District South Community of Schools Administrator and the Information Technology Division (ITD) to design an electronic version of the parent acknowledgement letter. The letter will be available in the District's 5 major languages. The link will be ready by 10/7/20.
54. By when do I need to assess all my probable ELs for them to count for LCFF and Title III funding?	• Students who enrolled as of the first day of the academic year must be assessed by October 30, 2020 to meet mandated timeline (30 + 45 calendar days; compliance timeline). • In order for a student to be counted as an EL for LCFF and Title III funding the student needs to have been tested and have the Initial Language classification established in MiSiS by November 13th (last date to report this information).
55. What is the timeline for completing the fall 2020 Summative ELPAC?	• Students who are eligible for the 2019–20 Summative ELPAC administration must complete the assessment by October 30, 2020. Students must achieve an Overall Level 4, and meet the remaining three locally determined criteria to be eligible for reclassification.
56. Can mult-ifunded (Title I and general funds) personnel administer the ELPAC?	• Per the Federal and State Education Programs, multi-funded personnel (Title I and general funds) may support testing activities as long as the employees' testing hours are charged to the general fund program.
CONTACT INFORMATION	
57. Who do I contact if I have questions about additional K-2 Writing Answer Books?	• Contact the Student Testing Branch at (213) 241-4104 for additional K-2 Writing Answer Books.
58. Who do I call if I am having equipment technical difficulties?	• For equipment technical difficulties, please contact the Local District IT Liaison:

	Contact	Telephone	Email
Central	Jaime Campbell	(323) 376-9635	jamie.campbell@lausd.net
East	Marvin Nunez	(213) 444-8869	marvin.nunez@lausd.net
Northeast	Phil Lucero	(323) 219-9772	phillip.lucero@lausd.net
Northwest	Jackie Samuels	(213) 407-8921	jacqueline.samuels@lausd.net
South	Charleen Adams	(213) 408-2927	charleen.adams@lausd.net
West	Patrick Dawson	(323) 371-9347	patrick.humedawson@lausd.net

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59. Who do I contact if I have questions about student eligibility or ELPAC training?	• For questions about student eligibility or ELPAC training, contact the Local District EL Programs Coordinator:

Local District	Contact	Telephone	Email
Central	Yadhira Hernandez	(213) 241-0126	yadhira.hernandez@lausd.net
East	Kirstin Summers	(323) 224-3100	kms3113@lausd.net
Northeast	Cynthia Diaz	(818) 252-5400	cxp0861@lausd.net
Northwest	Debra Hirsh	(818) 654-3600	dwh0211@lausd.net
South	Ana Estevez	(310) 354-3400	ana.estevez@lausd.net
West	Anita Prentice	(310) 914-2100	ann.prentice@lausd.net