

# Initial ELPAC Test Examiner Requirements Moodle Template Letter

Dear ELPAC Test Examiner:

The 2022–23 Initial English Language Proficiency Assessments for California (ELPAC) Test Examiner Training and Calibration course is available on the [Moodle Training Site (Moodle)](https://moodle.caaspp-elpac.org/).

Prior to administering the Initial ELPAC, test examiners must complete the Test Examiner Training and Calibration course.

## Accessing Moodle

***[Remove this section if your test*** ***examiners will be creating their own Moodle accounts.]***

A Moodle user account is necessary for test examiners to access and complete the Test Examiner Training and Calibration course. A Moodle account has been created for you. You will receive an email with your Moodle logon credentials. Upon your initial logon, you will be prompted to update your password.

***[Remove this section if you will be creating Moodle accounts for your test examiners in bulk.]***

A Moodle user account is necessary for test examiners to access and complete the course. Follow these steps to create your individual Moodle account:

1. Access the [Moodle Training Site](https://moodle.caaspp-elpac.org/login/index.php).
2. Select the [Create new account] link.
3. Create a username and password and provide the requested information. Use the county-district-school (CDS) code **[Insert CDS code here.]**.
4. Activate the account by selecting the link provided in the email confirmation.

Once in Moodle, test examiners can access the tutorial using the following Moodle enrollment key:

**[Insert enrollment key here.]**

## Completing the Course

To receive the certificate of calibration, you must complete all calibration quizzes for the grade level or grade span section. A green check mark to the right of each item will indicate successful completion.

Your certificate of calibration will be emailed to you. Download and save or print the certificate for your reference. Your local educational agency (LEA) ELPAC coordinator and site coordinator can confirm your completion status by accessing the LEA Moodle Account Reporting feature.

If you have questions about the administration of the Initial ELPAC, contact your site coordinator:

**[Insert site coordinator name here.]**

**[Insert site coordinator phone number here.]**

**[Insert site coordinator email here.]**

Sincerely,

**[Insert LEA ELPAC coordinator name here.]**

**[Insert LEA ELPAC coordinator phone number here.]**

**[Insert LEA ELPAC coordinator email here.]**