
ELPAC

English Language Proficiency
Assessments for California



Listening and Reading: Directions for Administration



Training Test Kindergarten

ELPAC Administration Notes

FOR QUESTIONS REGARDING THE ELPAC OR FOR ADDITIONAL ASSISTANCE:

- Test examiners and other school personnel should contact their LEA ELPAC coordinator.
- LEA ELPAC coordinators should contact the California Technical Assistance Center (CaTAC) by phone at 800-955-2954, or by email at caltac@ets.org. CaTAC is open from 7 a.m. to 5 p.m., Monday through Friday.

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Directions for Administration

About This *Directions for Administration* (DFA)

This manual contains directions and the specific scripts you will need to administer the Listening and Reading training tests for the English Language Proficiency Assessments for California (ELPAC). It is a companion document to the online training tests.

The purpose of the ELPAC training tests is to familiarize students and test examiners with the testing interface, item types, and accessibility resources. There is an ELPAC training test available for each grade level/span.

Please note that the training tests do not produce scores. These training tests are available all year and may be used at any time in preparation for the operational ELPAC tests.

Training tests can be administered in one of two ways:

- Using the same procedures as the operational tests, with the Test Administrator Interface, secure browser, and individual student logon information; or
- Using a standard supported web browser to access the training tests directly, without use of the Test Administrator Interface or secure browser.

For more information on all aspects of the ELPAC, including test security, item types, and guidelines, refer to the *ELPAC Test Administration Manual* that is linked on the Manuals and Instructions web page at <http://elpac.org/test-administration/instructions/>.

Using the DFA

This DFA should be used to administer the Listening and Reading domains. The Speaking DFA should be used to administer the Speaking domain. For Kindergarten, Grade 1, and Grade 2, the Writing test is administered in a paper-based format. Please refer to the Writing practice test materials available on <https://www.elpac.org/resources/practicetests>.

This DFA contains scripts for administration. Key instructions for test examiners* will be as follows.

Guide to Administration Scripts in this DFA	How the Test Examiner Should Proceed
SAY	The test examiner reads the bolded text aloud to the student.
i	Information for the test examiner.
READ AND SAY	The test examiner finger-sweeps or uses a pencil or pen under text on screen while reading it aloud.

*A test examiner does not need to be present to use the ELPAC Training Test; however, the term “test examiner” is used in this document to show what a test examiner will do to administer the test.

Directions for Administration (cont.)

Administering a Training Test Session

Testing Checklist

- If you are administering the training test using the same procedures as the operational tests, confirm that the student has been assigned the correct test settings (designated supports and accommodations) in the Test Operations Management System (TOMS).
- If you are administering the training test using a standard supported web browser without the use of the Test Administrator Interface or secure browser, apply the appropriate test settings (designated supports and accommodations) for the student in the Student Testing Interface for the practice and training tests directly.
- Gather the following test materials:
 - The correct grade-level Listening and Reading DFA
 - Electronic device for the student to access the test
 - Pencils with erasers
 - Headsets and splitter for the test examiner and student (if preferred)

Directions for Administration (cont.)

How to Start a Test Session as a Guest

SAY

Today, you will take part of the ELPAC test. First I am going to sign you in.

- 1) Navigate to the ELPAC website (<https://www.elpac.org/>).
- 2) Select the [Practice & Training Tests] button.
- 3) Select the [Student Interface Practice and Training Tests] link to launch the student Sign In screen on the student's testing device.
- 4) Select the [Sign In] button to log the student onto the test as a guest.

Please Sign In

Guest User
Toggle to sign in as yourself

Guest Session
Toggle to join an active session

[Run Diagnostics](#) Browser: Edge v17.17134

Welcome to the Practice and Training Test site. You can use this site to take practice and training tests. Some questions require you to select one answer; others require you to type a short answer, draw a picture, or complete another type of open-ended task.

Sign In

- 5) Select the appropriate grade from the drop-down menu.

Your Tests

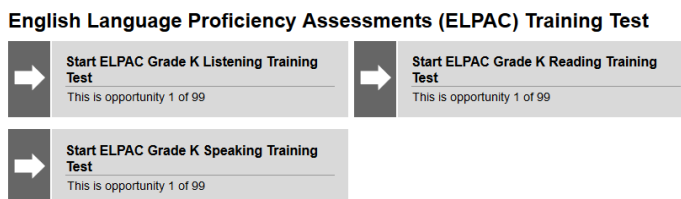
Select the test you need to take.

Grade:

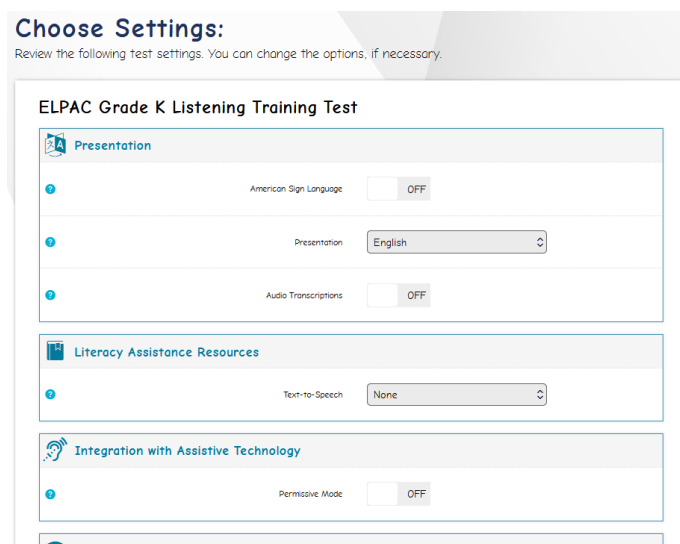
Please select a grade.

Directions for Administration (cont.)

6) On the test selection screen, select the appropriate ELPAC training test. ELPAC training tests are located at the bottom of the list and are color-coded dark grey.



7) You will see a Choose Settings screen.



8) Choose test settings as needed, then select the **[Select]** button.

Directions for Administration (cont.)

If headsets will be used,

SAY Please put your headset on.

i At this time, put your headset on, too.
Whether headsets are being used or not,


SAY I'm going to check that you can hear the sound.

i 9) Select the **[Play]** button. Check that the student can hear the music and see the moving musical notes. If so, select the **[I could play the video and sound]** button, then **[Continue]** to proceed. If the video and audio did not play correctly, click **[I could not play the video or sound]**, check your device's settings and try again.

Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Sound and Video Playback Check



Make sure audio playback is working.

Make sure video and audio playback are working. To play the sample video and sound, press the play button.

Next Step:

If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

I could play the video and sound **I could not play the video or sound**

10) Select **[Begin test now]** at the bottom of the page.

SAY We are going to start the test now. Listen to the directions.

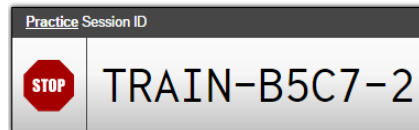
i For the Listening test, turn to page 11.
For the Reading test, turn to page 12.

Directions for Administration (cont.)

How to Start a Training Test Session Using the Same Procedures as the Operational Tests

SAY Today, you will take part of the ELPAC test. First I am going to sign you in.

- i** 1) Launch a supported web browser on your device and access the ELPAC website (<https://www.elpac.org/>).
- 2) Select the [**Practice & Training Tests**] button.
- 3) Select the [**Test Administrator and Test Examiner Practice and Training Site**] link to log on to the **Test Administrator Interface** for the training test.
- 4) Log on to the **Test Administrator Interface** using your TOMS username (your email address) and password.
- 5) Select the training test(s) you want to administer from the test selection window.
- 6) Select the [**Start Practice Session**] button.
- 7) Upon selecting the [**Start Practice Session**] button, a Session ID will appear on the top right corner of the **Test Administrator Interface**.



- 8) Launch the secure browser on the student's testing device or select the [**Student Interface Practice and Training Tests**] link from the Practice and Training Tests tab on elpac.org.

Directions for Administration (cont.)

- 9) Toggle the blue **Guest User** and **Guest Session** buttons to [OFF] and log the student on.
- In the *First Name* field, enter the student's first name as it appears in the California Longitudinal Pupil Achievement Data System.
 - In the *SSID* field, enter the student's 10-digit Statewide Student Identifier.
 - In the *Session ID* field, enter the Session ID generated from the **Test Administrator Interface**.

Please Sign In

OFF **Guest User**
Toggle to sign in as yourself

First Name:
EX: JORDAN

SSID:
EX: 123456789

OFF **Guest Session**
Toggle to join an active session

Session ID:
TRAIN - -

[Run Diagnostics](#) Browser: Safari v12.1

Welcome to the Practice and Training Test site. You can use this site to take practice and training tests. Some questions require you to select one answer; others require you to type a short answer, draw a picture, or complete another type of open-ended task.

Sign In

Directions for Administration (cont.)

- 10) Verify the student information is correct on the *Is This You?* screen. Select **[Yes]** to continue. (Select **[No]** if the student information is not correct. Notify your ELPAC coordinator if it is not.)

Is This You?
Please review the following information.

SSID: 9294015802	First Name DAY
Grade 01	School: Richard Riordan Primary Center
State California	

Yes No

- 11) On the test selection screen, select the appropriate ELPAC training test. ELPAC training tests are located at the bottom of the list and are color-coded dark grey.

English Language Proficiency Assessments (ELPAC) Training Test

Start ELPAC Grade K Listening Training Test
This is opportunity 1 of 99

Start ELPAC Grade K Reading Training Test
This is opportunity 1 of 99

Start ELPAC Grade K Speaking Training Test
This is opportunity 1 of 99

- 12) Go back to your test examiner device and in the **Test Administrator Interface** approve the student to test.
- 13) Verify you have selected the correct test and test settings for the student by selecting the **[Approvals]** button.

Directions for Administration (cont.)

- 14) Go back to the student testing device and administer the assessment using the script that starts in the next section of this DFA.
- 15) Choose test settings as needed, then select the **[Select]** button. You will see this screen:

Choose Settings:
Review the following test settings. You can change the options, if necessary.

ELPAC Grade K Listening Training Test

Presentation

American Sign Language OFF

Presentation

Audio Transcriptions OFF

Literacy Assistance Resources

Text-to-Speech

Integration with Assistive Technology

Permissive Mode OFF

Visual Assistance Resources

Directions for Administration (cont.)

If headsets will be used,

SAY Please put your headset on.

i At this time, put your headset on, too.
Whether headsets are being used or not,

SAY I'm going to check that you can hear the sound.


i 16) Select the **[Play]** button. Check that the student can hear the music and see the moving musical notes. If so, select the **[I could play the video and sound]** button, then **[Continue]** to proceed. If the video and audio did not play correctly, click **[I could not play the video or sound]**, check your device's settings and try again.

Audio/Video Checks
Your test uses multi-media features. Please perform the following checks before continuing.

Sound and Video Playback Check

Make sure audio playback is working.

Make sure video and audio playback are working. To play the sample video and sound, press the play button.



Next Step:
If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

I could play the video and sound **I could not play the video or sound**

17) Select **[Begin test now]** at the bottom of the page.

SAY We are going to start the test now. Listen to the directions.

i For the Listening test, turn to page 11.
For the Reading test, turn to page 12.

Test Administration Directions

SPECIAL DIRECTIONS FOR LISTENING

1. If headsets are desired, use a splitter to plug in one pair of student headphones and one pair of test examiner headphones so that the student and test examiner can listen to the test together. Point to questions and answer choices at the appropriate time as the test audio plays, and input the answers the student indicates.
2. If the student does not answer a question, choose No Response (NR).

To begin the test, follow the directions in the **How to Start a Training Test Session Using the Same Procedures as the Operational Tests** portion of this document or the **How to Start a Test Session as a Guest** portion of this document. Note: Screen Number 1 does not contain recorded content. Test content begins with screen Number 2.

When screen Number 1 comes up,

SAY

Welcome to the Listening section of the ELPAC test.

If you are having trouble hearing the test, let me know. In this part of the test, you will listen carefully. Then you will tell me your answers to some questions. You will point to your answer or use words to say your answer aloud. If you are unsure of how to respond to a question, just respond the best you can. If you need any questions repeated, just ask.

You will now begin the Listening questions.

i Select [**Next**] to advance to screen Number 2.

Administer the Listening domain. To begin playing the audio for each conversation, story, or information, select the audio player button on the screen. Then, select the audio button on the screen for each question. Point to the question and answer choices while the audio of the test plays.

After the student responds to the last question,

SAY

This is the end of the Listening test. Thank you for your attention and hard work.

i DIRECTIONS FOR ENDING A TEST

- Select [**End test**] represented by a red square.
- Select [**Yes**] to continue.
- Select [**Submit test**].
- Select [**Yes**] to submit.

Test Administration Directions and Scripts

SPECIAL DIRECTIONS FOR READING

1. For each question, sweep your finger or pencil under the question and options on the screen as you read and say them aloud. For all questions, you will select the student's response on the Student Testing Interface.
2. For questions that have the options C, IC, and NR, select "C" for a correct response, "IC" for an incorrect response, and "NR" for no response.
3. For questions that have the options A, B, and C, do not say the option letters (A, B, C), and do not read "NR" aloud to the student.
4. For questions with text options, say, "Tell me your answer," after you have read the last option.
5. For questions with picture options, say, "Point to your answer," after you have read the question.
6. The READ AND SAY symbol indicates text on the student's screen that you will read aloud as you sweep your finger or pencil underneath.
7. When sweeping your finger or pencil under a word, phrase, sentence, or picture, do not cover up any part of the text or picture.
8. If there are terms that include a phonetic pronunciation in brackets, pronounce the word as provided in the brackets.
9. Refer to the Prompting Guidelines before each task in this DFA.
10. If a student looks for confirmation from the test examiner while reading, say, "It's OK, do your best."

To begin the test, follow the directions in the **How to Start a Training Test Session Using the Same Procedures as the Operational Tests** portion of this document or the **How to Start a Test Session as a Guest** portion of this document.

Note: Screen Number 1 contains recorded audio directions for the Listening section. Test content begins with screen Number 2.

When screen Number 1 comes up,



This is the Reading section of the ELPAC test.

In this part of the test, we are going to read together. I will ask you some questions. You will point to your answer or tell me your answer with words. If you are unsure of how to respond to a question, just respond the best you can.

If you need me to repeat a question, just ask.

You will now begin the Reading questions.

i Select [Next] to advance to screen Number 2.

Administer the Reading questions using the scripts below.

Reading—Read-Along Word with Scaffolding

Prompting Guidelines: Read-Along Word with Scaffolding

For the first question, prompting guidelines are given in the script.

After the first question, read the story in full only once. For the remaining questions, repeat the question once if the student requests.

For questions with text options, say, “**Tell me your answer,**” after you have read the last option.

For questions with picture options, say, “**Point to your answer,**” after you have read the question.

If the student does not give an answer, repeat the question. If the student gives an answer that is not clear, you may repeat the question or say, “**Tell/Show me again.**”

If the student still does not answer, choose No Response (NR) and move to the next question.

2

SAY We are going to read together.

i Point to the first letter in the word.

SAY What is the first letter of this word?

i Mark your rating of the student’s response in the Student Interface.

If the student provides the letter sound instead of the letter name, mark the next question correct and repeat the current question.

SAY What is the sound of the letter p?

i Mark your rating of the student’s response in the Student Interface.

Point to the next letter in the word.

SAY What is the next letter of this word?

i Mark your rating of the student’s response in the Student Interface.

Point to the last letter in the word.

SAY What is the last letter of this word?

i Mark your rating of the student’s response in the Student Interface.

Sweep your finger under the word while saying the following prompt.

SAY Now read the word.

i Mark your rating of the student’s response in the Student Interface.

If the student does not read the word aloud or does not say the correct word,

SAY Read the word with me: “pan.”

i Sweep your finger under the word while reading the word aloud.

Be sure you entered a rating of the student’s response for all five parts of the question.

3

SAY Point to the picture of the pan.

Reading—Read-Along Story with Scaffolding

Prompting Guidelines: Read-Along Story with Scaffolding

For the first question, prompting guidelines are given in the script.

After the first question, read the story in full only once. For the remaining questions, repeat the question once if the student requests.

For questions with text options, say, “**Tell me your answer,**” after you have read the last option.

For questions with picture options, say, “**Point to your answer,**” after you have read the question.

If the student does not give an answer, repeat the question. If the student gives an answer that is not clear, you may repeat the question or say, “**Tell/Show me again.**”

If the student still does not answer, choose No Response (NR) and move to the next question.

4

For all Read-Along Story with Scaffolding questions, it may be helpful to expand the portion of the screen that contains the text by selecting the right-pointing arrow.

SAY We are going to read together.

SAY Point to where we should start reading.

i Pause for the student to respond.

Mark your rating of the student’s response in the Student Interface.

i If the student answered the previous question incorrectly,

SAY We will start reading here. Put your finger here.

SAY Follow along with your finger as I read.

READ and SAY

i Slowly read and say the sentences aloud. Watch to see that the student is able to follow from left to right and top to bottom.

Mark your rating of the student's response in the Student Interface.

5-7

SAY Now I will read the story to you. Listen while I read.

READ and SAY

i Read and say the sentences on the screen at a natural pace, beginning with the first panel. Sweep your finger under the sentences as you read them.

For each question, sweep your finger under the question and options on the screen as you read and say them aloud. For all questions you will select the student's response on the Student Testing Interface.

If the student does not answer, say, "Tell me your answer," if the question has text options or, "Point to your answer," if the question has picture options.

After the student responds to the last question,

SAY This is the end of the Reading test. Thank you for your attention and hard work.

i DIRECTIONS FOR ENDING A TEST

- Select [**End test**] represented by a red square.
- Select [**Yes**] to continue.
- Select [**Submit test**].
- Select [**Yes**] to submit.

– END –