


# Alternate English Language Proficiency Assessments for California

## How to Second Score for the Alternate ELPAC

For the Alternate English Language Proficiency Assessments for California (ELPAC) test administration, a percentage of local educational agencies (LEAs) or schools will be required to participate in second scoring. This means that, in addition to the primary test examiner (TE) and student, a secondary TE will need to be present at the time of testing to observe and score the student's rubric-scored responses simultaneously, yet independently, from the primary TE.

The secondary TE should have signed the security affidavit in the Test Operations Management System (TOMS), have been assigned an "ELPAC Test Examiner" user role in TOMS, and have completed an Alternate ELPAC Administration and Scoring Training (AST) in Moodle training along with the appropriate training required at your LEA. Ideally, the secondary TE should also be familiar with the student's individual testing needs and communication modes. For more information on the complete list of responsibilities for a Secondary Test examiner, please refer to the ELPAC Secondary Test Examiner Checklist on the ELPAC website.

### Take the following steps to conduct second scoring:

1. Ensure that the secondary TE has a TOMS user account with an "ELPAC Test Examiner" user role.
2. Complete the Alternate ELPAC TE tutorial.
3. Download the *Directions for Administration (DFA)*, review the second-scoring instructions, and become familiar with the rubric-scored items.
  - a. Alternate ELPAC DFAs are located in the TOMS [Secure Materials] tab.
  - b. Items that require second scoring will have the **[Second Scoring]** double checkmark icon in the *DFA*. 
4. Immediately before testing, log on to the Data Entry Interface (DEI) through the URL, <https://ca.tds.cambiumast.com/student/?a=ResponseEntry>, using the student's Statewide Student Identifier (SSID), or print out the answer recording sheet provided in appendix E of the *DFA* to record scores for the student's responses. A TOMS logon and password, as well as the student's SSID, are required to access the DEI.
5. At the time of testing, observe and score the student's responses based on the rubric included in the *DFA*. Enter the student's responses directly into the DEI or record scores on the answer recording sheet provided in appendix E of the *DFA*.
6. After testing, if the answer recording sheet was used, ensure that all second scores are entered into the DEI. Make sure all second scores are entered into the DEI prior to the end of the test administration window. LEAs can refer to the [Entering Student Responses and Scores into the Data Entry Interface](#) video to obtain more information on how to use the DEI.
  - a. If LEA was selected for second scoring but second scoring did not occur or scores were not entered into the DEI, submit a Security and Test Administration Incident Reporting System (STAIRS) incident report if a secondary test examiner was not present at the time of testing. Select "Data-Entry Issue", then select "A test examiner did not test in real time and cannot determine scoring" from the resulting dropdown. Note, the LEA ELPAC Coordinator and Site ELPAC Coordinators can submit a STAIRS case.