

# Alternate English Language Proficiency Assessments for California (ELPAC) Operational Field Test Checklist—Secondary Text Examiner

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|  | Activity | Target Completion Date |
| **** | Read and electronically sign the *ELPAC Test Security Affidavit* in Test Operations Management System (TOMS). | As soon as possible |
| **** | Work with the site ELPAC coordinator to complete the appropriate Alternate ELPAC training for test examiners (TEs). | As soon as possible |
| **** | Learn about the Alternate ELPAC by reviewing the *Alternate ELPAC Operational Field Test Administration Manual*, with a focus on the second scoring section. | Two to three weeks before testing |
| **** | Work with the ELPAC test site coordinator or the local educational agency (LEA) ELPAC coordinator to obtain a username and password for TOMS with an “ELPAC Test Examiner” user role, which will enable access to the Data Entry Interface (DEI). | At least one to two weeks before testing |
| **** | Download the *Directions for Administration (DFA)* and review instructions related to second scoring. | At least one to two weeks before testing |

ELPAC Secondary Test Examiner Checklist *(continuation one)*

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|  | Activity | Target Completion Date |
| **** | Work with the ELPAC test site coordinator to determine the mode of data entry at the time of test administration:   * **Option A DEI:** Prepare a laptop to enter second scores into the DEI ***or*** * **Option B Score Sheet:** Print out the score sheet provided as an Appendix in the *DFA.* Make sure to enter student responses in the DEI after test administration. | Prior to administering the Alternate ELPAC |
| **** | Prepare a TOMS username and password, and the student’s Statewide Student Identifier, to access the DEI. | Prior to administering the Alternate ELPAC |
| **** | Observe a student’s response to rubric-scored items at the time of testing and score the student’s response using the rubric provided in the *DFA*. The score should reflect the secondary TE’s independent judgement. Enter scores into the DEI if **Option A DEI** was pursued. Record scores on the answer recording document if **Option B Score Sheet** was pursued. | During the day(s) of testing, with student present |

ELPAC Secondary Test Examiner Checklist *(continuation two)*

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|  | Activity | Target Completion Date |
| **** | Store the completed score sheet securely, after testing, if **Option B Score Sheet** was pursued. Make sure student’s scores are entered into the DEI before the end of the administration testing window. After scores are entered into the DEI, securely dispose of the filled out answer recording document. | After testing |
| **** | Document and report any security incidents to the site coordinator. | As soon as possible, during or immediately following testing |

**For additional information, visit the California Department of** **Education** [**Alternate** **ELPAC**](https://www.cde.ca.gov/ta/tg/ep/alternateelpac.asp) **web** **page.**