



ELPAC Test Navigation Assistant and Designated Interface Assistant Use Scenarios

This document is intended to provide example cases to guide the use of the new accessibility resources: the Test Navigation Assistant and the Designated Interface Assistant. For any further questions or needed clarification, English Language Proficiency Assessments for California (ELPAC) test examiners should contact the ELPAC site coordinator, who will contact the local educational agency (LEA) ELPAC coordinator, if necessary. LEA ELPAC coordinators may contact the California Technical Assistance Center (CalTAC) through any of the options found on the [ELPAC website Contact Us page](#).

What Is the Test Navigation Assistant (TNA)?

The TNA is a trained test examiner available to support student navigation in the test delivery platform and is a universal tool. Types of support include logging the student on to the test delivery interface, moving the mouse, navigating back and forth within the test, using the available universal tools such as the highlighter, and responding to test questions.

The test examiner is allowed to assist *only* with the technology. Students can initiate a request for assistance, but the test examiner should also look for non-verbal cues. Non-verbal cues can include wide sweeps of the mouse or difficulty placing the cursor. The TNA can be used during one-on-one or group administrations. The use of keyboarding assistance, for any purpose other than starting a test session, is not permitted.

- **Scenario 1: The student is having difficulty placing the cursor on the screen.**
 - **Action:** The TNA can help the student place the cursor where the student indicates. The TNA can ask the student to point where the student wants the cursor.
- **Scenario 2: The student is having difficulty scrolling or navigating back and forth between items or needs help with the [Next] or [Back] buttons.**
 - **Action:** The TNA can help the student with scrolling, navigation, and moving through the test using the [Next] and the [Back] buttons.
- **Scenario 3: The student indicates having made the wrong response or a desire to change the response.**
 - **Action:** The TNA is not permitted to correct or change a student's response, unless the student requests the change.
- **Scenario 4: The student does not know where to find the video tutorials.**
 - **Action:** The TNA can show the student where the tutorials are located on the screen. If the student has difficulty with the mouse, the TNA can select the video and select the [Play] button for the student.

- **Scenario 5: The student needs help logging on and starting a test session.**
 - **Action:** In this case *only*, the TNA can log on, including typing in the student's name, Statewide Student Identifier, and session identification information, for the student in grades three through twelve. The test examiner will perform the log on steps for kindergarten through grade two administrations.

What Is the Designated Interface Assistant (DIA)?

This designated support is available to students who are technology novices and have limited keyboarding skills that prevent those students from responding independently. The DIA is also a trained test examiner and is available to help students interact with, or type, the students' hand-written responses on the test platform. The DIA support should only be used during one-on-one administration. The DIA performs the same functions as the TNA and also performs keyboarding functions.

- **Scenario 1: The student is showing difficulty using the keyboard or does not know how to type using the keyboard, and instead asks to write the response on paper.**
 - **Action:** The student can provide the response on paper, and the DIA will keyboard the response exactly as the student has written it. The DIA should not correct errors in capitalization, spelling, or punctuation or spacing unless this is reflected in the student's response. Once the student's response is entered and submitted, the DIA will securely destroy the student's paper immediately after testing.
- **Scenario 2: The student does not know how to select a response with the cursor, but points to or verbally states the answer choice.**
 - **Action:** The DIA can help the student place the cursor where the student indicates or can select the answer choice that the student points to or states verbally. The DIA can ask the student to point where the student wants the cursor.