ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA

2019–20 ELPAC Field Test Data Entry Interface Score Entry Guide

ELPAC

English Language Proficiency
Assessments for California

ETS

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2019–20 ELPAC Field Test Data Entry Interface Score Entry Guide

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1. Introduction

This guide is to be used during the computer-based English Language Proficiency Assessments for California (ELPAC) field test for entering Speaking domain scores into the Data Entry Interface (DEI). Scores may be entered directly into the DEI during the administration of the Speaking domain or they may be entered on the student score sheet—the back page of the *Directions for Administration*—and then transferred into the DEI after the administration. Scores should be entered as soon as possible following the administration. Student score sheets should be securely destroyed immediately after submitting the scores into the DEI.

2. Entering Scores Directly into the DEI During the Speaking Domain Administration

1. Use an internet browser to go to ELPAC.org and select the button for [**Data Entry Interface**] (DEI) (refer to Figure 1).

Figure 1. ELPAC.org website with [Data Entry Interface] button

2. On the user *Logon* screen, enter the user's Test Operations Management System (TOMS) username, which is the user's email address, and password, then select the [**Secure Logon**] button (refer to Figure 2).
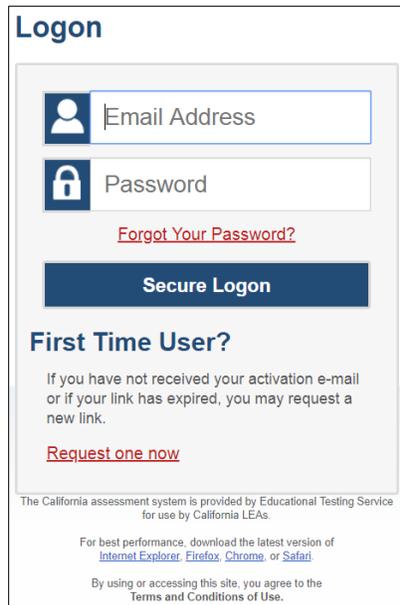
Figure 2. DEI *Logon* screen

3. When the *Enter Student Information* screen opens, enter the student's first name in the *Student First Name* field and the student's Statewide Student Identifier (SSID) in the *SSID* field (Figure 3). Then select the [**Sign In**] button.
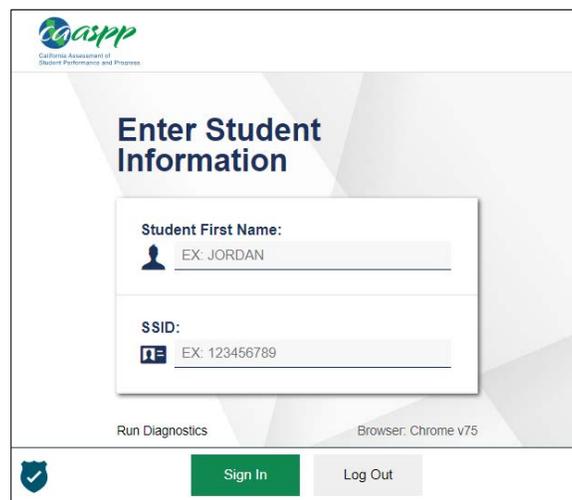
Figure 3. *Enter Student Information* screen

4. Verify the student's personal information on the *Is This the Student?* screen (refer to Figure 4). Then select the [**Next**] button.
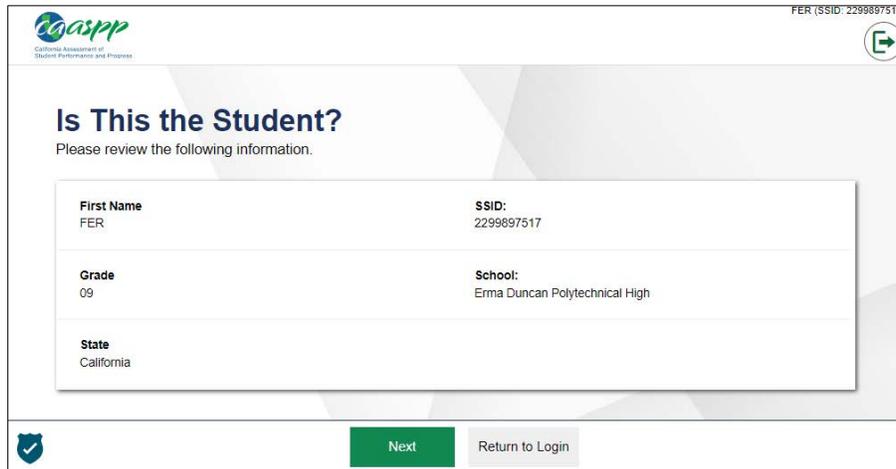
Figure 4. *Is This the Student?* **screen**

5. On the *Available Tests* screen, select the gray [**Start ELPAC Grades XX Speaking Test**] button (refer to Figure 5).

Figure 5. *Available Tests* **screen**

6. On the *Choose a Test Form* screen, select the applicable test form (the test form that the student was assigned to should be the only form listed here) from the [**Select for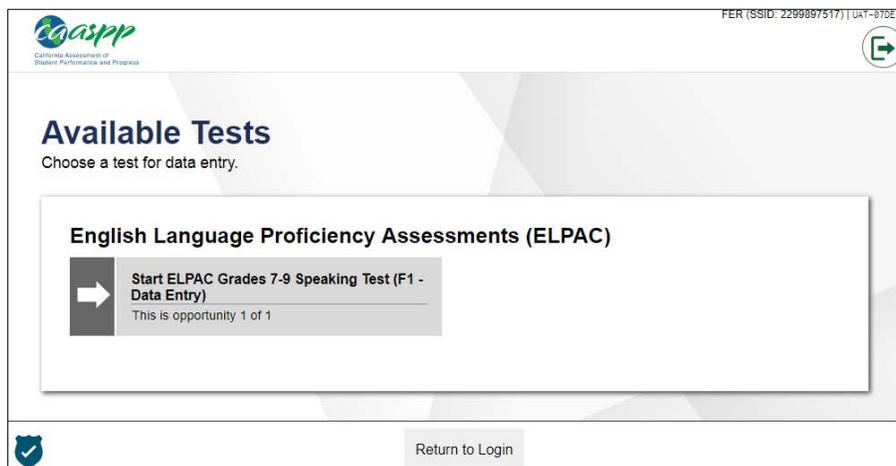m**] drop-down list (refer to Figure 6). This is the form (F1, F2, F3, C2) that the student was assigned to take during the field test. Please note, this form will not necessarily match the student's grade level, due to off grade testing. Then select the [**Next**] button.
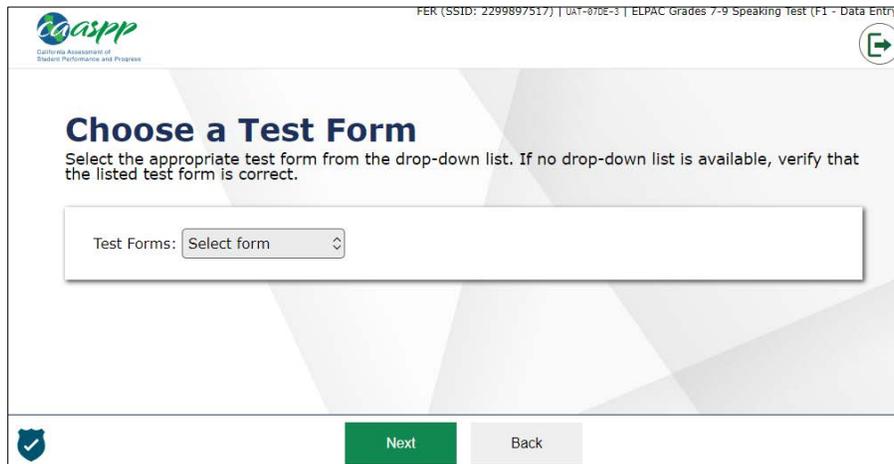
Figure 6. *Choose a Test Form* screen

7. On the *Instructions and Help* screen, select the [**Begin Data Entry**] button to begin entering Speaking scores (refer to Figure 7). Please note, this information is used in the student interface, but is not necessary in the DEI.
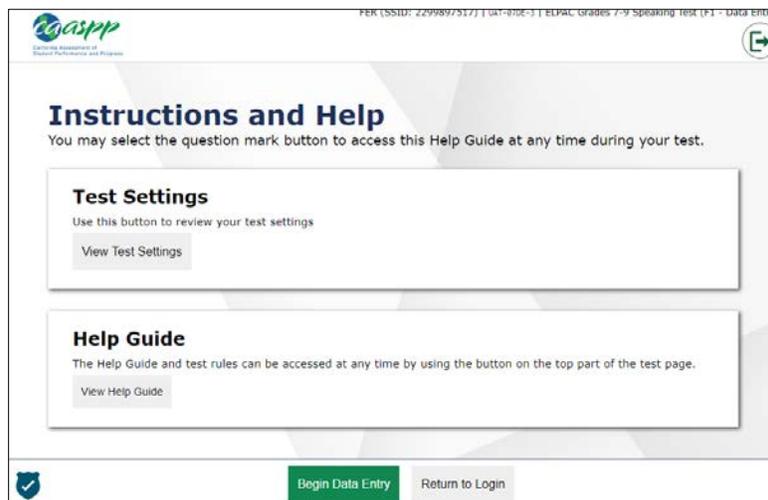
Figure 7. *Instructions and Help* screen

8. The first test item in the DEI will be the same first test item as on the student browser of the ELPAC Speaking test. Follow the instructions and scripts in the *Directions for Administration* for the grade- and form-specific ELPAC Speaking test while administering the test.

9. Perform the actions to start and stop the microphone recording on the student's testing interface, if the student's testing device is capable of voice capture (or recording audio).

10. After the student has provided a response to an item, refer to the DEI screen and select the appropriate score ("Score 0," "Score 1," "Score 2," etc.) for that item (refer to Figure 8). After selecting the appropriate score, select the [**Next**] button at the top left of the DEI screen to continue to the next item. Remember to select the [**Next**] button on the student's testing interface to advance the screen to the next item as well.
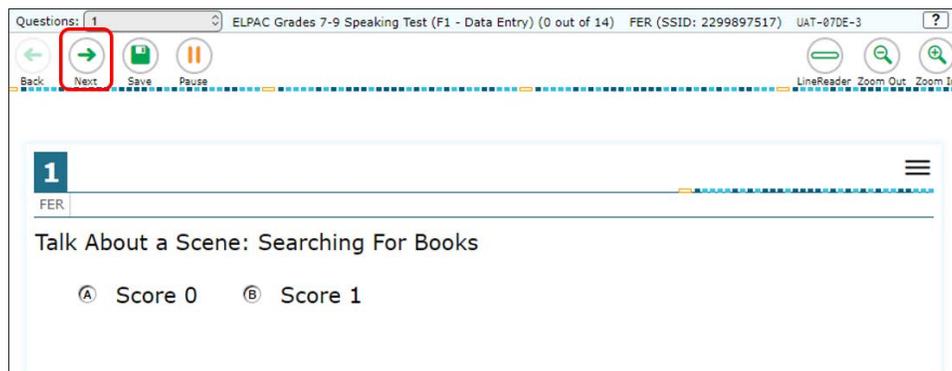
**Figure 8. *DEI Score Entry* screen**

11. Continue following the instructions and scripts in the *DFA* through the rest of the ELPAC Speaking test and marking the scores in the DEI. Please note, if the student has not responded to any questions or answered any items correctly up to the stopping marker in the Speaking domain *DFA*, the test examiner may stop administering the Speaking test. The test examiner should select the [**Pause**] button at the top of the screen in the DEI and on the student's interface to log out of the test. No more score entry is necessary at this point.

12. When the user selects the [**Next**] button after entering a score for the last item in the Speaking test, the *Attention* message will pop up to advise the user to select the [**End Test**] button (refer to Figure 9). Select the [**OK**] button.
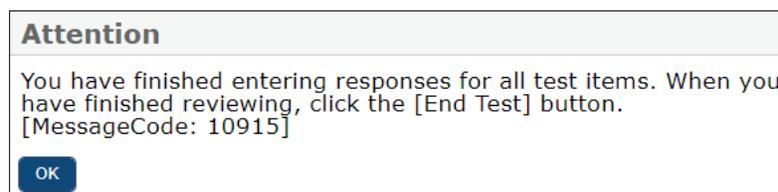
Figure 9. *Attention* message box (finished entering responses)

13. On the screen for the last item, select the [**End Test**] button in the top left of the screen (refer to Figure 10).
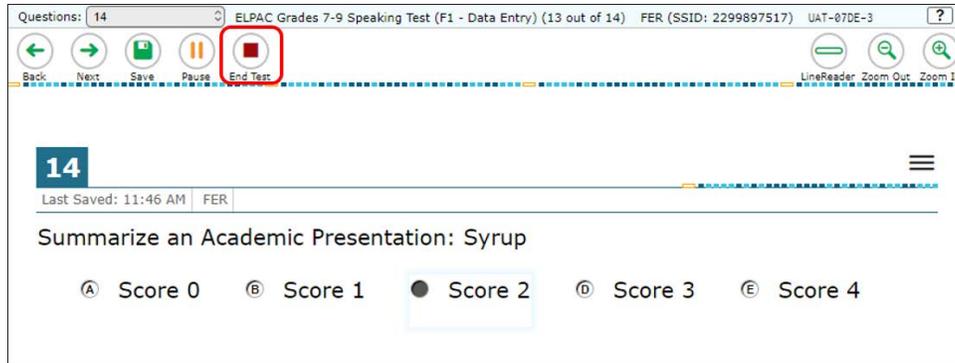
Figure 10. [End Test] button

14. After selecting the [**End Test**] button, another *Attention* message will pop up to advise the user that the end of the test has been reached and to select [**Yes**] to continue to the next page or select [**No**] to keep working on the test (refer to Figure 11). Select the [**Yes**] button if all score entries have been completed.
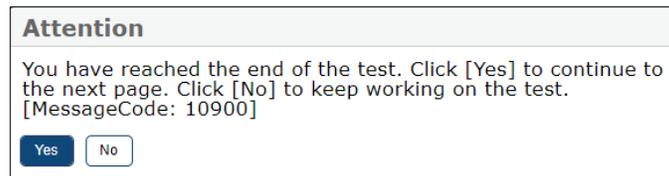
Figure 11. *Attention* message box (reached the end of the test)

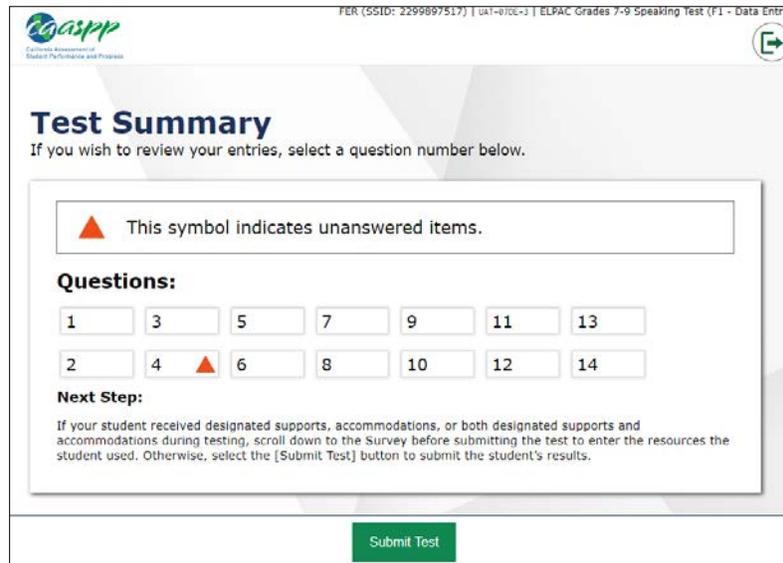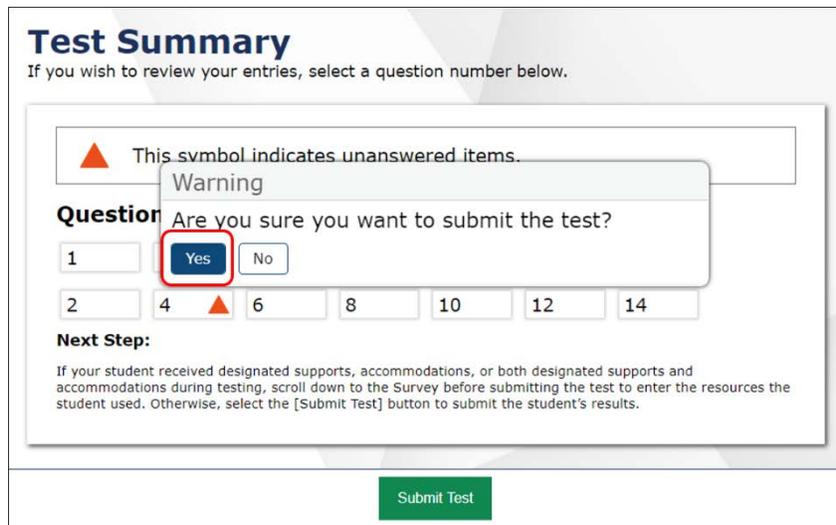15. After selecting [**Yes**], the *Test Summary* screen will show any items that did not have a score assigned (refer to Figure 12). Select an item number with the triangle icon to go back to that item to assign a score. Do not readminister or rerecord the response for any items that did not have a score assigned. If all entries have been completed, select the [**Submit Test**] button.
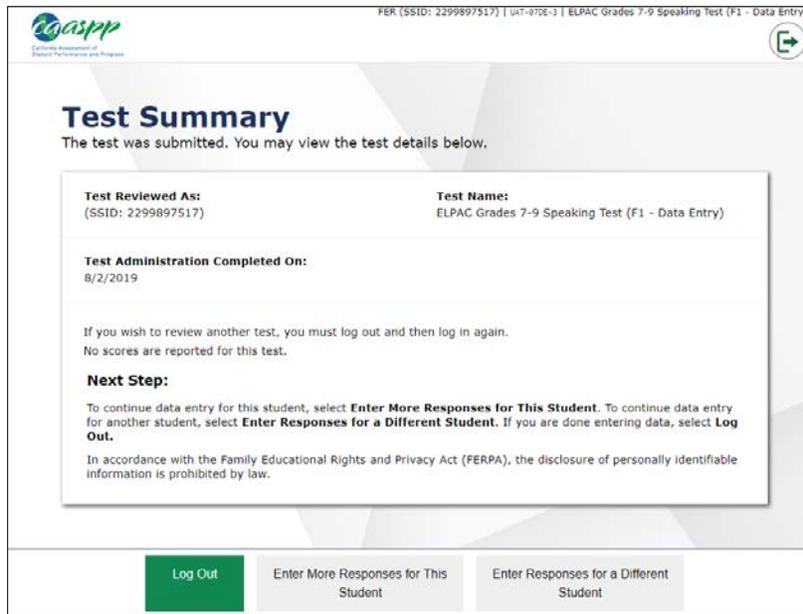

Figure 12. Top of the *Test Summary* screen

16. After selecting the [**Submit Test**] button, a *Warning* message will ask the user to confirm that the user wishes to submit the test (refer to Figure 13). Select the [**Yes**] button if all score entries have been completed.

Figure 13. *Warning* message box

17. After the [**Yes**] button has been selected, another *Test Summary* screen will indicate that the test has been submitted (refer to Figure 14). The user can then select the [**Log Out**] button to exit the DEI or can choose the [**Enter Responses for a Different Student**] button to be taken to the *Enter Student Information* screen to start the process over for a new student.

Figure 14. *Test Summary* **screen for a completed assessment**

3. Entering Scores from the Student Score Sheet into the DEI After the Speaking Domain Administration

1. Use an internet browser to go to ELPAC.org and select the button for [**Data Entry Interface**] (DEI) (refer to Figure 15).

Figure 15. ELPAC.org website with [Data Entry Interface] button

2. On the user *Logon* screen, enter the user's Test Operations Management System (TOMS) username, which is the user's email address, and password, then select the [**Secure Logon**] button (refer to Figure 16).
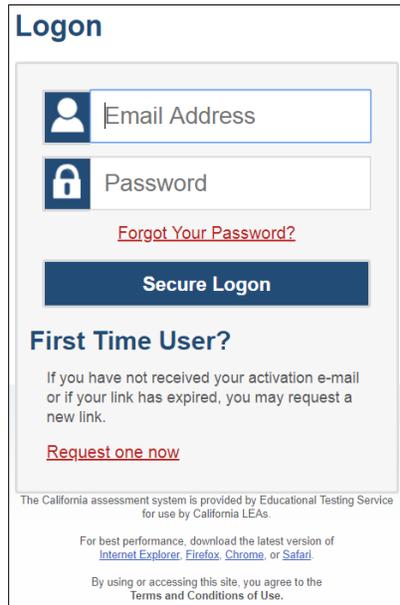
Figure 16. DEI *Logon* screen

3. When the *Enter Student Information* screen opens, enter the student's first name, as it appears on the student score sheet, in the *Student First Name* field and the student's SSID, as it appears on the student score sheet, in the *SSID* field (refer to Figure 17). Then select the [**Sign In**] button.
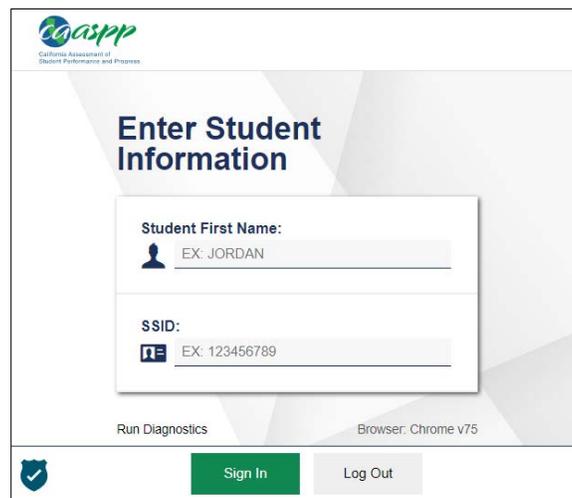
Figure 17. *Enter Student Information* screen

4. Verify the student's personal information on the *Is This the Student?* screen (refer to Figure 18). Then select the [**Next**] button.
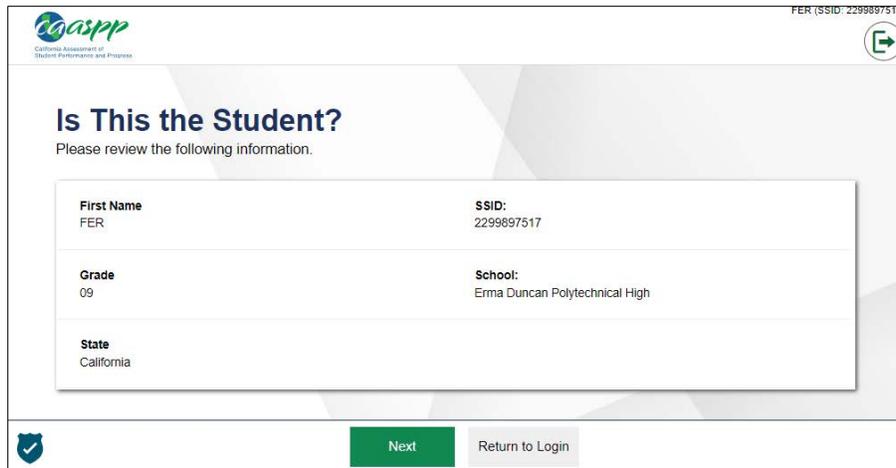
Figure 18. *Is This the Student?* screen

5. On the *Available Tests* screen, the field test form that the student is eligible for will be listed (refer to Figure 19).
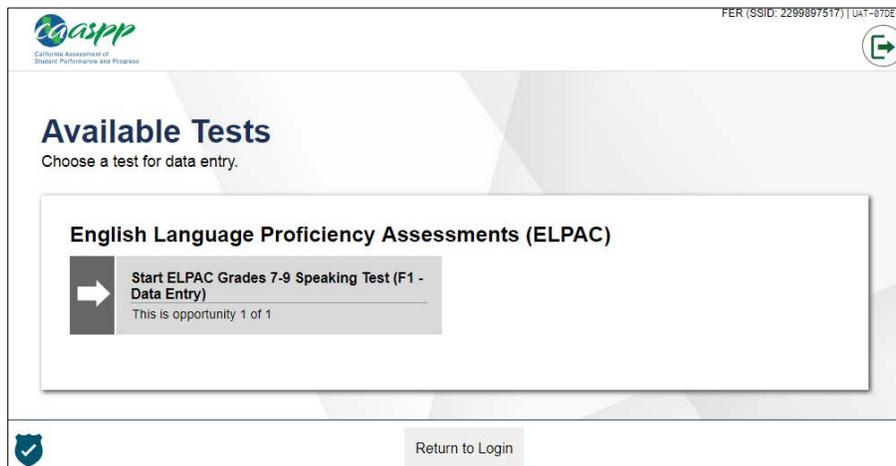
Figure 19. *Available Tests* screen

6. Confirm that the field test form on the DEI (refer to Figure 19) matches the field test form at the top of the student score sheet (refer to Figure 20). **Please note—** for field test forms C2 and F1, the grade or grade span on the student score sheet will be one grade lower than the grade or grade span listed in the DEI.
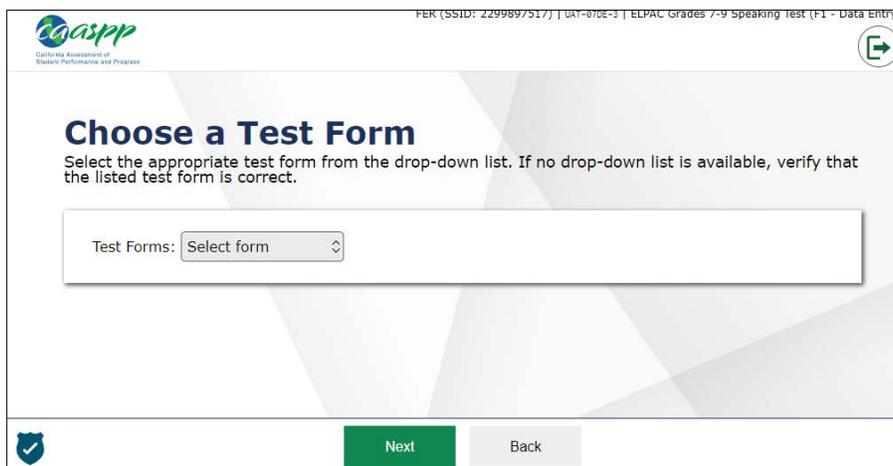

Figure 20. Speaking domain student score sheet

7. After confirming the test form listed in the DEI is correct, select the gray [**Start ELPAC Grades XX Speaking Test**] button (refer to Figure 19).

8. On the *Choose a Test Form* screen, select the applicable test form (the test form that the student was assigned to should be the only form listed here) from the [**Select form**] drop-down list (refer to Figure 21). This is the form (F1, F2, F3, C2) that the student was assigned to take during the field test. Please note that this form will not necessarily match the student's grade level, due to off-grade testing. Then select the [**Next**] button.

Figure 21. *Choose a Test Form* screen

9. On the *Instructions and Help* screen, select the [**Begin Data Entry**] button to begin
    entering Speaking scores (refer to Figure 22). Please note, this information is used
    in the student interface, but is not necessary in the DEI.

Figure 22. *Instructions and Help* screen

10. The first item for scoring in the DEI will match the same first test item that was on
    the student secure browser ELPAC Speaking test when the test was administered.
    Refer to the student score sheet and locate the score that was recorded for item
    number 1 (refer to Figure 23).

Figure 23. Speaking domain student score sheet (item number 1 indicated)

11. On the DEI screen, select the matching score ("Score 0," "Score 1," etc.) for item number 1 (refer to Figure 24). After selecting the appropriate score, select the [**Next**] button at the top left of the DEI screen to continue to the next item.

Figure 24. DEI *Score Entry* screen

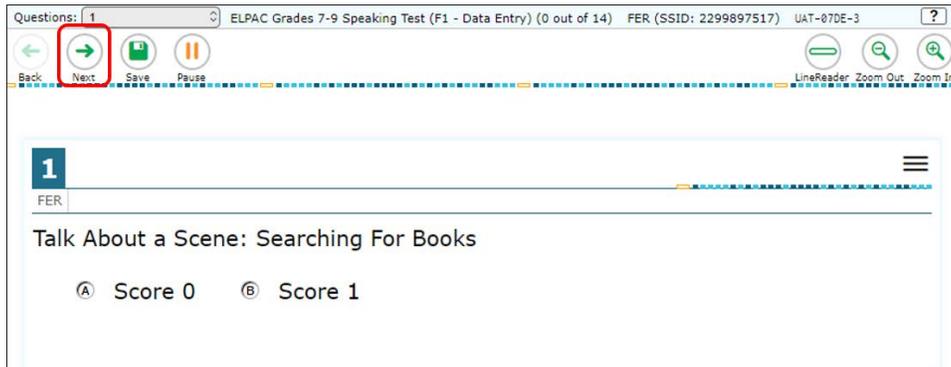12. Repeat these actions for entering student Speaking scores into the DEI. Please note, if the student did not respond to any questions or answer any items correctly during the administration, up to the stopping marker in the Speaking domain *DFA*, the test examiner should have ended the administration by selecting the [**Pause**] button at the top of the student's interface (see Figure 25). The scores on the student score sheet only need to be entered into the DEI up to the point where the test was paused. After the last recorded score has been entered in the DEI, the test examiner may select the [**Pause**] button at the top of the DEI screen to log out. No more score entry for this student is necessary at this point.

Figure 25. [Pause] button on DEI *Score Entry* screen

13. When the user selects the [**Next**] button after entering a score for the last item in the Speaking test, the *Attention* message will pop up to advise the user to select the [**End Test**] button (refer to Figure 26). Select the [**OK**] button.

Attention

You have finished entering responses for all test items. When you have finished reviewing, click the [End Test] button.
[MessageCode: 10915]

OK
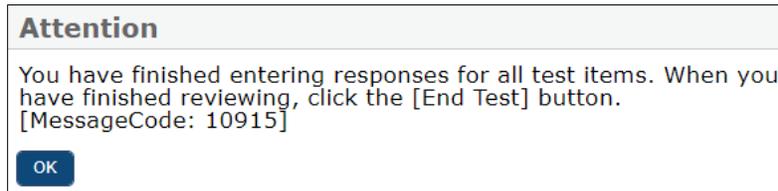
Figure 26. *Attention* message box (finished entering responses)

14. On the screen for the last item, select the [**End Test**] button at the top left of the screen (refer to Figure 27).
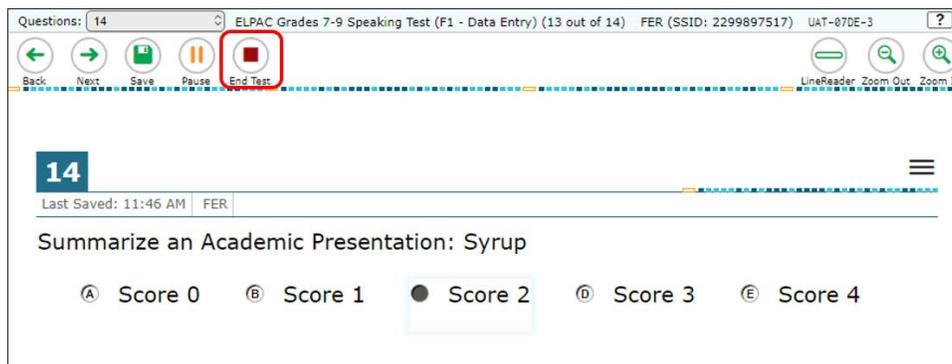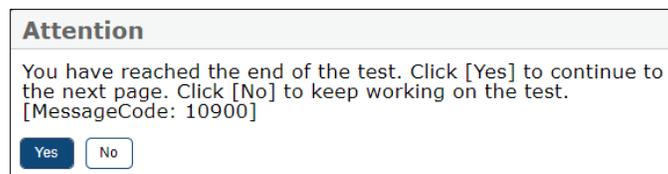
Questions: 14 — ELPAC Grades 7-9 Speaking Test (F1 - Data Entry) (13 out of 14) FER (SSID: 2299897517) UAT-07DE-3 ?

Back Next Save Pause End Test   LineReader Zoom Out Zoom In

14

Last Saved: 11:46 AM | FER

Summarize an Academic Presentation: Syrup

ⓐ Score 0   ⓑ Score 1   ● Score 2   ⓓ Score 3   ⓔ Score 4

Figure 27. [End Test] button

15. After selecting the [**End Test**] button, another *Attention* message will pop up to advise the user that the user has reached the end of the test and to select [**Yes**] to continue to the next page or to select [**No**] to keep working on the test (refer to Figure 28). Select the [**Yes**] button if all score entries have been completed.

Attention

You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on the test.
[MessageCode: 10900]

Yes   No

Figure 28. *Attention* message box (reached the end of the test)

16.   After selecting [**Yes**], the *Test Summary* screen will show any items that did not
have a score assigned (refer to Figure 29).

Figure 29. Top of the *Test Summary* screen

17.   Select an item number with the triangle icon to go back to that item to assign the
missing score. Refer to the score on the student score sheet when assigning
scores and verify that all scores were entered correctly. If the user forgot or failed
to mark the score on the student score sheet, then the score entry should be left
blank. If all entries have been completed, select the [**Submit Test**] button.

18.   After selecting the [**Submit Test**] button, a *Warning* message will ask the user to confirm that the user wishes to submit the test (refer to Figure 30). Select the [**Yes**] button if all score entries have been completed.
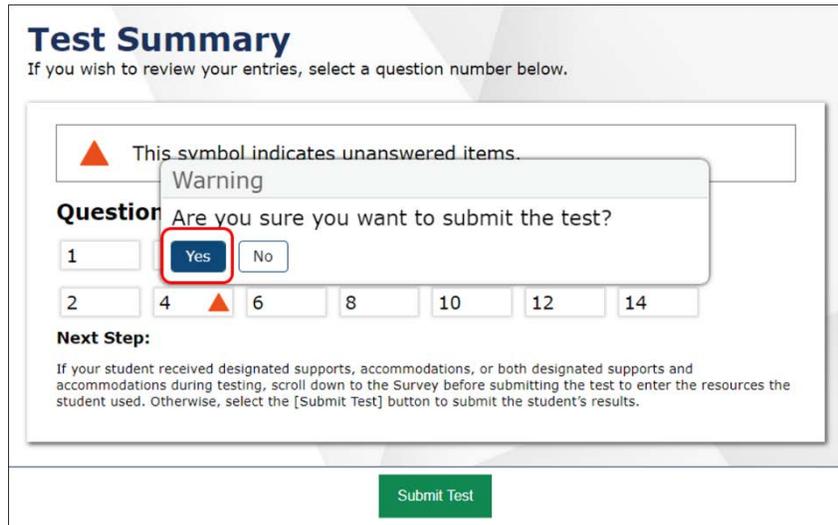
Figure 30. *Warning* message box

19. After the [**Yes**] button has been selected, another *Test Summary* screen will indicate that the test has been submitted (refer to Figure 31). The user can then select the [**Log Out**] button to exit the DEI or can choose the [**Enter Responses for a Different Student**] button to be taken to the *Enter Student Information* screen to start the process over for a new student.

Figure 31. *Test Summary* **screen for a completed assessment**

20. Securely destroy all student score sheets after scores have been entered in the DEI.

4. Fixing Scores Entered Incorrectly in the DEI

If a student's score(s) has been entered incorrectly and submitted in the DEI, the user will need to request to have the DEI for the test reopened or reset by entering an incident in the Security and Test Administration Incident Reporting System (STAIRS).

The local educational agency (LEA) ELPAC coordinator or site ELPAC coordinator is responsible for entering incidents in STAIRS. The STAIRS incident form must be completed in TOMS and the testing issue, "An error was made entering information into the Data Entry Interface (by the test examiner) or the Test Delivery System (by the test examiner in the student interface) (**Data Entry Issue**)," should be selected. The LEA ELPAC coordinator or the site ELPAC coordinator can then choose between two options depending on the situation:

1. Reopen the test in the DEI, if only one or a few of the student's scores need to be corrected and resubmitted; or

2. Reset the test in the DEI, if all of the student's scores need to be reentered in the DEI. Please note, however, that this option will remove all of the previously entered scores.

Once the test has been reset or reopened, the user can logon to the DEI and fix the scores that were entered incorrectly and submit the test.

For the complete instructions for submitting an incident form in STAIRS, please refer to the Test Security chapter of the *2019–20 Computer-based ELPAC Field Test Administration Manual*.