

# ELPAC Test Examiner Checklist

*For the Successful Administration of the 2023–‍24 Initial and Summative English Language Proficiency Assessments for California (ELPAC)*

California Department of Education | July 2023

This checklist for ELPAC test examiners (TEs) is meant to organize the activities necessary to ensure the successful administration of the ELPAC.

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of an ELPAC TE to support a successful administration. Tasks that are ongoing in nature are also listed at the beginning of the checklist (e.g., the [Manage Student Logon](#_Manage_Student_Logon) section).

**This checklist is created in an editable format so ELPAC TEs can add, remove, or reorganize tasks to create a unique checklist of local activities and timelines.**

Additional details are available for many of the tasks listed in the checklist.

## Before Testing

### User Account

* Confirm that Test Operations Management System (TOMS) logon information has been received in an automated email from TOMS with logon instructions. This username and password are also used for the online test delivery system.
  + If this information has not been received, check a spam or junk email folder to learn whether it was mistakenly routed there. If you are still unable to locate logon information, contact your site ELPAC coordinator.
* Log on to [TOMS](https://mytoms.ets.org/) and electronically sign the ELPAC *Test Security Affidavit*. ***Please note:*** *TEs are required to sign the affidavit at least one hour in advance of testing to access and administer the ELPAC.*

#### Manage Student Logon

* Create a logon ticket for each student that includes the student’s first name and Statewide Student Identifier (SSID)*—*it is also permissible to include a photo of the student or include the student’s last name with the logon information as additional safeguards to ensure that the student receives the correct logon information. ***Please note:*** *If the Preferred Name field is populated in the California Longitudinal Pupil Achievement Data System (CALPADS), that is the name the student will use to log on to the test.*
  + Optional: Add each student’s test settings for designated supports and accommodations on the logon ticket.

### Training

* Complete all assigned activities in the 2023–24 Initial or Summative ELPAC Examiner’s Resources course for the grade level(s) and grade span(s) you will be testing, including passing the calibration quizzes for the grade level(s) and grade span(s) for which you will be scoring. These are located on the [CAASPP-ELPAC Moodle Training Site](https://moodle.caaspp-elpac.org/).
* Review TE materials assigned by site ELPAC coordinators or local educational agency (LEA) coordinators at the ELPAC Moodle Training Site.The materials will be based on which grade levels or grade spans you are assigned to test.
* Learn more about the state-sponsored California Assessment Conference offered in the fall. Registration information is available on the [California Assessment Conference](https://www.cdecac.org/) website.
* If applicable, register for the California Educator Reporting System (CERS) training for teachers on the ELPAC [Upcoming Training Opportunities](https://www.elpac.org/training/training-opportunities) web page.
* Register for parts one and two of the Matching Accessibility Resources to Student Needs virtual training with educators. Registration is available on the ELPAC [Upcoming Training Opportunities](https://www.elpac.org/training/training-opportunities) web page.

### Review Information

* Become familiar with the *Directions for Administration (DFA)* located in [TOMS](https://mytoms.ets.org/) under the [**Resources**] tab.
* Access the *Preparing for Administration (PFA)* document on the ELPAC [Manuals and Instructions](https://www.elpac.org/test-administration/instructions/) web page.
* Review all guidelines for managing a secure test environment as well as all security procedures and guidelines.
* Review and share the ELPAC overview videos.
  + [Introduction to the Initial ELPAC for Parents](https://www.youtube.com/watch?v=QlTIXQlyWfk&t=1s) (English) (Video; 7:33)
  + [Introduction to the Initial ELPAC for Parents](https://www.youtube.com/watch?v=xwmcXeTH30k) (Spanish) (Video; 9:01)

* + [ELPAC Overview](https://www.youtube.com/watch?v=t7va4XUCkUU" \o "ELPAC Overview video on the CAASPP & ELPAC YouTube channel) (English) (Video; 9:46)
  + [ELPAC Overview](https://www.youtube.com/watch?v=MxlyXmupvho) (Spanish) (Video; 10:40)
  + [Starting and Stopping an In-Person Test Session](https://youtu.be/RsS-dVeIq1U) (English) (Video; 8:28)

### Share Resources

* Guide students through a training or practice test for familiarity with navigation of the system and tools. The following additional resources are available:
  + Practice and training tests are available on the ELPAC [Online Practice and Training Tests](https://www.elpac.org/resources/online-practice-and-training-test/) web page under the “Student Interface Practice and Training Tests” section.
  + Quick reference guides for starting practice and training tests are available on the ELPAC [Videos and Quick Reference Guides](https://www.elpac.org/test-administration/qrgs-and-videos/) web page.
  + The [How to Start a Practice Test for the Listening, Reading, and Writing Domains](https://www.cde.ca.gov/ta/tg/ca/documents/qrgelpacpracticelrw.pdf) quick reference guide is available on the CDE website.
  + Students can learn about the available universal tools by viewing the [CA Assessment Accessibility Resources: Universal Tools Overview](https://www.youtube.com/watch?v=ZhRzMvAgSOk) video.

### Plan for Testing

* Work with the site ELPAC coordinator to determine testing schedules. Make sure the students’ test administration schedule includes breaks.
* Work with site staff to plan for the time and space requirements for testing. This includes accommodating students with a separate setting and one-on-one administration, and ensuring all instructional materials are removed from walls or covered prior to testing.
* Make sure that the physical conditions of the testing room are satisfactory. Make sure that no instructional materials directly related to the content of the assessments are visible.
* Follow your school procedures to confirm all eligible students are designated to take the Initial ELPAC or Summative ELPAC.
* Confirm that the students who need accommodations, per their individualized education programs (IEPs) or Section 504 plans, or designated supports, have been assigned the appropriate test settings in TOMS one week prior to testing.
* Optional: Schedule test sessions in the Test Administrator Interface. ***Please note:*** *Sessions can be scheduled up to two weeks in advance once the testing window has opened.*

### Technology

* Perform an equipment needs check based on individual student requirements. ***Please note:*** *Work with the site ELPAC coordinator to identify students who will need specialized equipment for* *accommodations. Students are permitted and encouraged to use their own earbuds or headsets, but LEAs and schools should also plan on having some available.*
* Identify students who will need specialized equipment for accommodations, and perform an equipment needs check based on individual student requirements.
* Confirm that the correct number of student testing devices and a TE device are available.
* Ensure that all student testing devices have the 2023–24 secure browser installed. ***Please note:*** *Complete this prior to testing and verify again the day before testing. If the [****Secure Browser****] icon is missing, contact your site ELPAC coordinator or school technology coordinator.* The[*CAASPP and ELPAC Technical Specifications and Configuration Guide for Online Testing*](https://ca-toms-help.ets.org/tech-specs-and-config/) is available for detailed instructions.
* Follow your school procedures to verify that bandwidth and technology capabilities are adequate.

### Accessibility

* Verify that IEPs and Section 504 plans are current. Follow your LEA procedures to ensure that all assigned accessibility resources in TOMS are correct.
  + Resources for helping IEP teams determine which resources are appropriate and how they work are located on the CDE [Alternate Assessment IEP Team Guidance](https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp) web page.
* Ensure that all English learner students without an IEP or Section 504 plan are designated the appropriate accessibility resources, if applicable.

## During Testing

#### Testing Windows

* **July 5, 2023–June 28, 2024**—Initial ELPAC and Initial Alternate ELPAC
* **February 1–May 31, 2024**—Summative ELPAC and Summative Alternate ELPAC

### Administration

* Verify that the students have their logon information (first name, SSID, and session ID). Logon tickets are secure testing material until testing is completed; these are to be securely destroyed after testing.
* Ensure the student sets the system volume prior to the student launching the secure browser to ensure the student can hear the audio portions of each domain.
* Follow the instructions in the *DFA* precisely as written during the test to ensure standardization of administration.
* Actively monitor students throughout the test sessions.
* If tested students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in after they finish the test.
* Administer the appropriate assessments, following the script in the *DFA*. Provide any necessary non-embedded designated supports and accommodations.
  + Provide students with scratch paper for all test sessions.
  + Note that guidance on how to open and start a test session is located on the ELPAC [Videos and Quick Reference Guides](https://www.elpac.org/test-administration/qrgs-and-videos/) web page.

### Security

* For group administrations, students should be seated so there is enough space between them (or provide desktop partitions) to minimize opportunities to look at each other’s screen.
* Make sure students clear their desks and put away all books, backpacks, purses, and other materials not needed for the test.
* Ensure that students do not have access to digital, electronic, or manual devices (e.g., cell phones, smartwatches) during testing unless it is an approved medical support or unless required by a student’s IEP or Section 504 plan.
* Students who are not being tested cannot be in the room where a test is being administered.
* Verify possession of the students’ logon information (first name, SSID, and session ID).
* Follow local procedures to report any testing improprieties, irregularities, and breaches to the site ELPAC coordinator and LEA ELPAC coordinator immediately. ***Please note:*** *The coordinator will report the incident using the online ELPAC Security and Test Administration Incident Reporting System (STAIRS)/Appeals process.*

### Scoring

* Enter Speaking and Writing scores, as applicable, into the Data Entry Interface (DEI) during or after testing.
* Document and report any security incidents to the site ELPAC coordinator.

### Document Trends

* Document any trends, issues, and ideas for suggested changes for next year, and follow local procedures to provide these to the site ELPAC coordinator.

## After Testing

### Materials

* Verify for Summative ELPAC kindergarten through grade two and Initial ELPAC RSVP students that Pre-ID labels are on the correct Answer Book.
* Account for all secure testing materials. Follow the site ELPAC coordinator and LEA ELPAC coordinator directions for specifics on securely destroying test materials or returning them to the site ELPAC coordinator.
* Securely dispose of all printed testing materials, including student logon information, print-on-demand documents, and scratch paper, as directed by the LEA ELPAC coordinator or site ELPAC coordinator.
* If secure materials, such as the *DFA,* are stored on a TE device, the file must be deleted and the device Recycle Bin emptied when testing is completed.