ELPAC
English Language Proficiency Assessments for California

Listening, Speaking, Reading, and Writing: Directions for Remote Testing for Parents/Guardians and Students

Initial ELPAC Grades 3–12
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Directions for Remote Testing

Using These Instructions

These instructions are for grades three through twelve (3–12) students taking the Initial ELPAC in a remote test setting. Parents, guardians and students should contact the student’s ELPAC test examiner if they have any questions. The test examiner could be the student’s teacher or school/district staff. We also suggest you watch the following remote testing demonstration video, which is available in English and Spanish:

- How to Take a Remote Initial ELPAC Test

This video, and others are available on the ELPAC website at www.elpac.org. Under the “Resources” tab, select “Parent Resources.”

The Initial ELPAC is a secure test. Students may not use books, cellular phones, or other reference materials during testing, though they may have scratch paper. Students’ testing area should be clear of all items except for the test materials provided by the test examiner.

In a remote administration, students will take the test from the safety of their homes. The test examiner will connect with each student by computer. We are providing the following guidelines for remote student testing to make sure that each student receives the most accurate score:

1. Parents/guardians may only assist with setting up the technology and logging the student into the test session.

2. To keep the test fair for all students, we ask that parent/guardians do not talk about questions on the test or any materials for the test with anyone before, during, or after the test.

3. No one may record the test or use a camera or another device to take pictures of the test questions or of the student taking the test. This helps to keep the questions confidential.

4. We need to know that the test is being completed by the student without any help. To verify compliance, a web camera and microphone will be used to observe the student while taking the test. The camera is only used to observe the student and the surroundings during the test and will not record the session.

5. Please follow all instructions given by the test examiner regarding camera placement so the student and the student’s immediate surroundings can be observed.

These instructions should be returned to the school after testing is completed. If you have saved a version of these instructions electronically then the file should be deleted from the device it is stored on.
Directions for Remote Testing

Student Logon Instructions

You will access your test from a Web-based browser. For remote administration of the assessments, use either the Google Chrome Web browser 🌐 or the Mozilla Firefox Web browser 🌐. Regardless of which browser is used, the student/parent/guardian will need to ensure that they have a version that is supported. If testing one-on-one with the test examiner, you will be asked to share your screen, so that the test examiner may monitor your progress through the test. In both one-on-one and group administration, you will be required to keep your camera on throughout the duration of the test.

STUDENT TESTING INTERFACE

1) Join the video meeting with your test examiner.
2) Your test examiner will send you a URL link. Select the URL link and it will open a new browser window for you to sign in. If selecting the URL link does not open a new browser window, copy and paste the URL link into a new browser window.
3) If testing one-on-one with the test examiner, ask the test examiner how to share your screen. Note: You should not need to share your screen if testing in a group administration. It is also advisable to keep your Statewide Student Identifier (SSID) private during a group administration.
4) Enter your preferred first name, not your nickname and your SSID number. Select the [Sign In] button. The session ID will be filled in if the URL link provided was used.

If you cannot sign in, ask your test examiner for help.

5) You will see a screen with your first name and other information about you. If all of the information on your screen is correct, select [Yes] to continue. If the information is incorrect, ask your test examiner for assistance.
6) The test examiner will tell you what test to take. Select the arrow next to the test

**SAMPLE**

7) Wait for the test examiner to approve your test.

8) Do the audio/video checks:

   For the Speaking test, the test examiner will be in full control of the testing interface and will need to complete the recording device and sound and video playback checks with you through screen sharing.
9) Press the [Play] arrow icon to play the short video. Select the [I could play the sound and video] option. Tell your test examiner if you cannot hear the sound.

10) Select [Continue].

11) When you have completed the sound and video playback check, the Instructions and Help screen will appear. Here you can view the test settings and the help guide before beginning the test. When you are ready to begin, select [Begin Test now].

12) When you are finished with your test your test examiner will direct you to end the test. When they do, select the [End Test] button.

13) Select [Yes] to confirm that you’re ready to end the test.
14) You will see a confirmation screen which shows that you’ve reached the end of the test. You have the option on this screen to review any questions prior to submitting the test. Select [Submit Test] and select [Yes].

15) Finally, you will see the Test Summary screen. Select [Log Out].