

Alternate ELPAC

Alternate English Language
Proficiency Assessments for California



How to Start an Alternate ELPAC Test Session



Using this Document

This document should be used for administration of the Alternate English Language Proficiency Assessments for California. This document is adapted from the online test administration manual.

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Logon Instructions

Creating a Testing Session and Student Logon Instructions

Complete the following steps to begin the assessment.

Test Administrator Interface

1. Navigate to the [ELPAC website](#) on a supported web browser.
2. Select the [Test Administrator Interface for All Online Tests] button (figure 1).



Figure 1. [Test Administrator Interface for All Online Tests] button

3. Log on to the Test Administrator Interface using your Test Operations Management System (TOMS) sign-in credentials (figure 2).

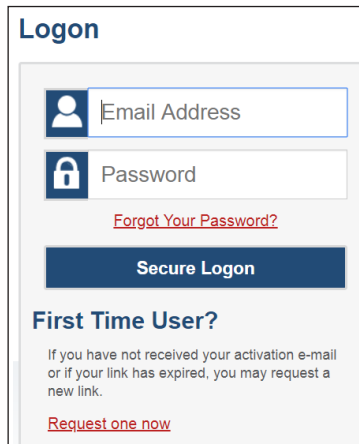


Figure 2. Test Administrator Interface *Logon* screen

4. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the [Go] button (figure 3). You may only select one school or district at a time. You will only be able to administer tests available for the selected school or district. To select a different school or district, you must log off and then log back on.

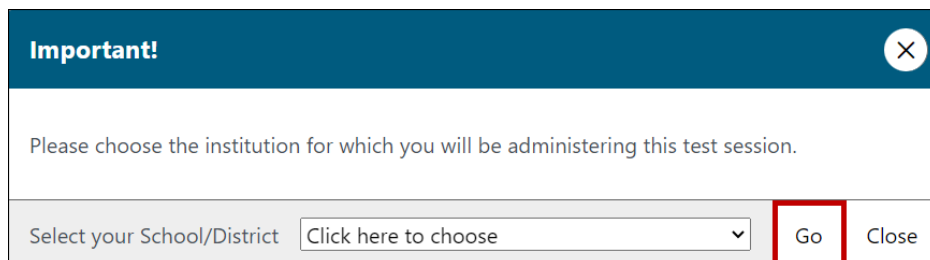


Figure 3. *Important!* Message from the Test Administrator Interface

Logon Instructions (cont.)

5. Once you have logged on to the Test Administrator Interface, the **[Active Sessions]** tab will appear. To join a previously scheduled session, select the **[Join]** button (figure 4). Or, you can start a new session by selecting the **[Start a New Session Now]** button (figure 5).

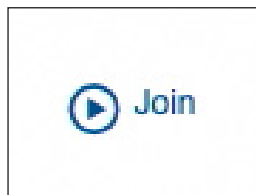


Figure 4. [Join] button in the Test Administrator Interface

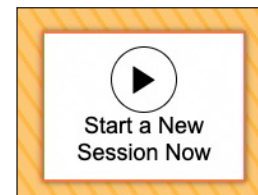


Figure 5. [Start a New Session Now] button in the Test Administrator Interface

6. Select the **[(Initial or Summative) Alternate English Language Proficiency Assessments (ELPAC)]** test group from the *Operational Test Selection* screen (figure 6) to begin.

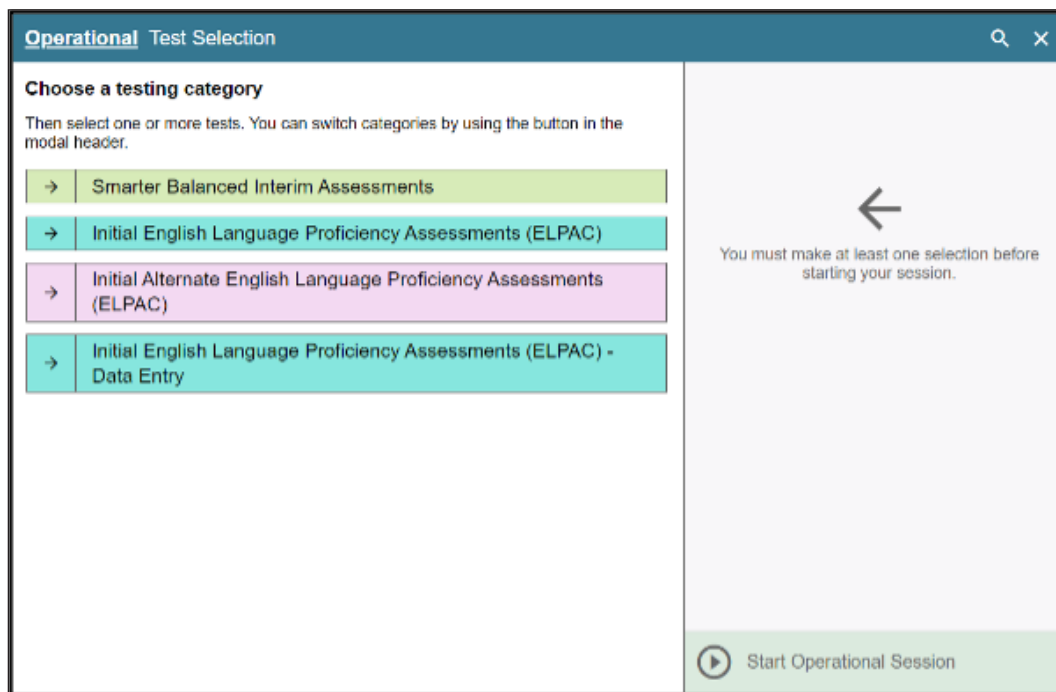
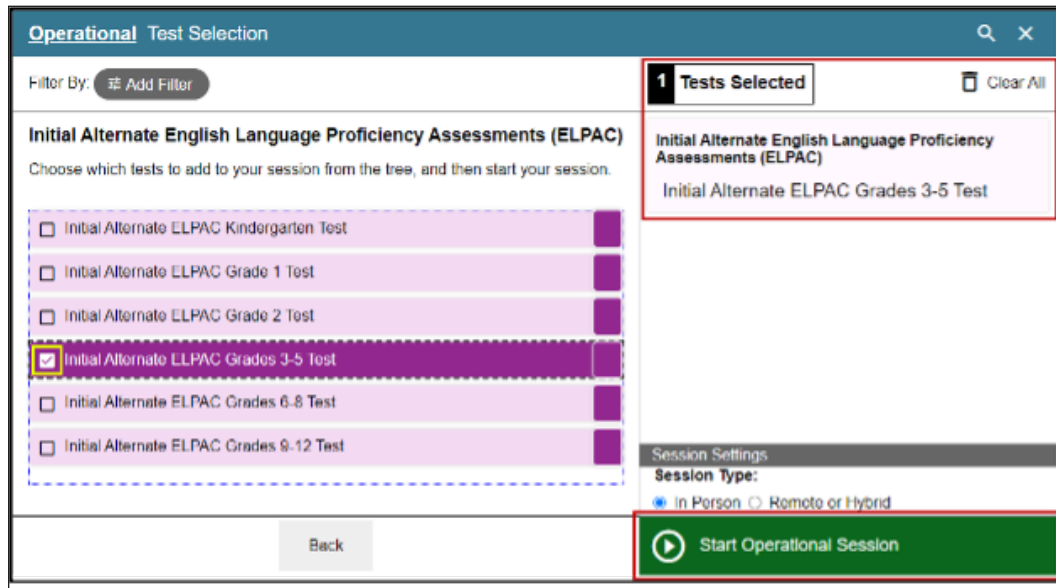


Figure 6. *Operational Test Selection* screen

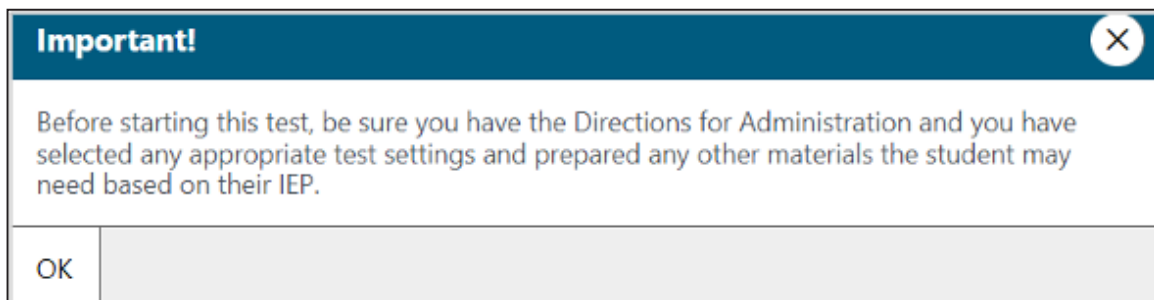
Logon Instructions (cont.)

7. Select the grade level or grade span that is appropriate for the student (figure 7). A confirmation box will appear (figure 8). Then Select [OK] to continue.



The screenshot shows the 'Operational Test Selection' window. On the left, under 'Initial Alternate English Language Proficiency Assessments (ELPAC)', there is a list of tests with checkboxes. The 'Initial Alternate ELPAC Grades 3-5 Test' is selected. On the right, a box labeled '1 Tests Selected' shows the selected test. At the bottom right, there is a 'Start Operational Session' button with a play icon. A 'Back' button is at the bottom left. The 'Session Settings' section shows 'Session Type' with 'In Person' selected.

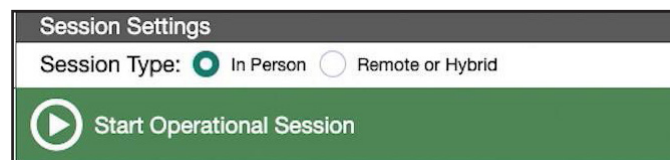
Figure 7. Sample Operational Test Selection screen



The screenshot shows an 'Important!' confirmation box. The text inside reads: 'Before starting this test, be sure you have the Directions for Administration and you have selected any appropriate test settings and prepared any other materials the student may need based on their IEP.' There is an 'OK' button at the bottom left.

Figure 8. *Important!* confirmation box

8. Select the [Start Operational Session] button (figure 9).
i The Alternate ELPAC can only be given in person.



The screenshot shows the 'Session Settings' section. It displays 'Session Type' with 'In Person' selected (indicated by a green dot) and 'Remote or Hybrid' unselected. Below this is a green button with a play icon and the text 'Start Operational Session'.

Figure 9. Start Operational Test Session screen

Logon Instructions (cont.)

A test session ID (figure 10) is generated upon selecting the **[Start Operational Session]** button.

- You will enter the session ID directly into the secure browser.
- The current session ID also appears on the Test Administrator Interface screen saver, when the screen saver is active.

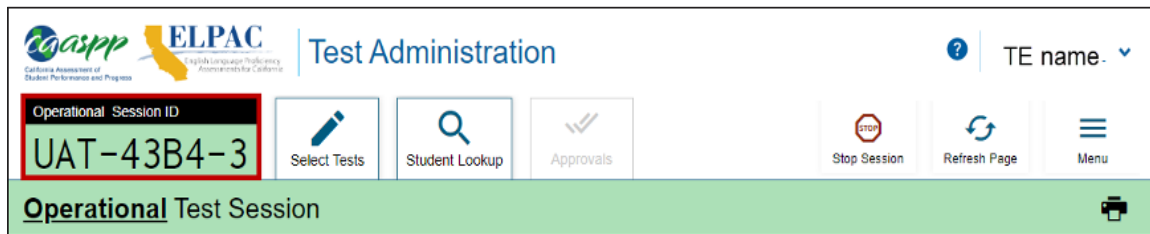


Figure 10. Session ID at the top of the Test Administrator Interface

ALERT: This is a one-on-one administration. If a student needs assistance, you can enter responses for the student in the student interface.

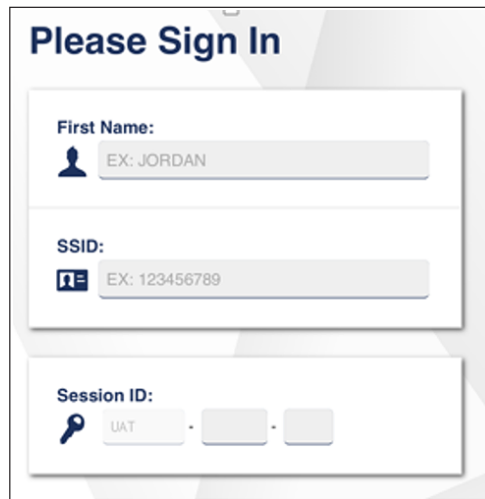
NOTE: For the remaining instructions, the **[Test Administrator Interface]** tab indicates that the step should be completed on the test examiner's device until directed otherwise. The **[Student Interface]** tab indicates steps that should be completed on the student's device until directed otherwise.

9. Open the secure browser and log the student onto the student's device.

Logon Instructions (cont.)

Student Interface

10. Sign in using the *Student Sign In* web form (figure 11). Enter the student's first name and Statewide Student Identifier (SSID) as it appears in the California Longitudinal Pupil Achievement Data System. The test session ID must be entered as it appears on the Test Administrator Interface.

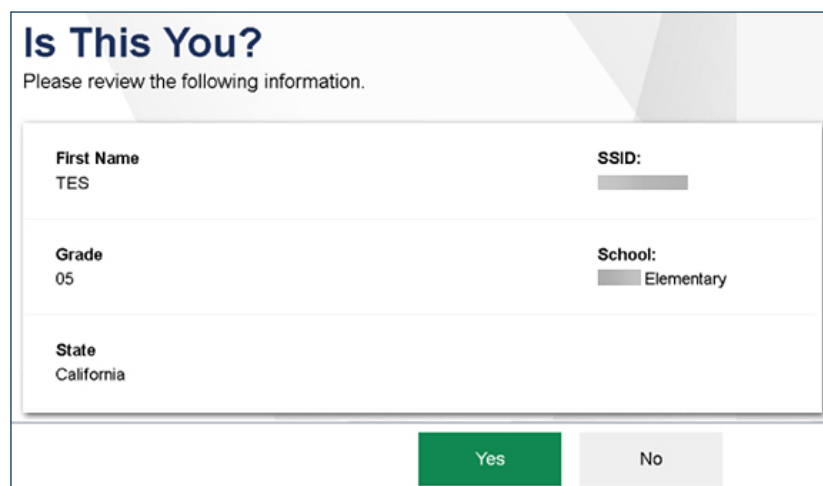


The 'Please Sign In' web form contains three input sections. The first section, labeled 'First Name:', includes a person icon and a text box with the example 'EX: JORDAN'. The second section, labeled 'SSID:', includes a person icon with an equals sign and a text box with the example 'EX: 123456789'. The third section, labeled 'Session ID:', includes a key icon and three text boxes separated by dots, with the first box containing 'UAT'.

Figure 11. *Student Sign In* web form

NOTE: If there is a special character in the student's first name, refer to the [Administering a Computer-based Test Session](https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/) chapter of the online test administration manual located at <https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/> for instructions on entering special characters.

11. Verify the student's identity by selecting [Yes] or [No] (figure 12).



The 'Is This You?' screen displays a review of student information. It includes fields for 'First Name' (TES), 'SSID' (a greyed-out box), 'Grade' (05), 'School' (Elementary), and 'State' (California). At the bottom, there are two buttons: a green 'Yes' button and a grey 'No' button.

Figure 12. *Is This You?* screen

Logon Instructions (cont.)

12. Select the test (figure 13).

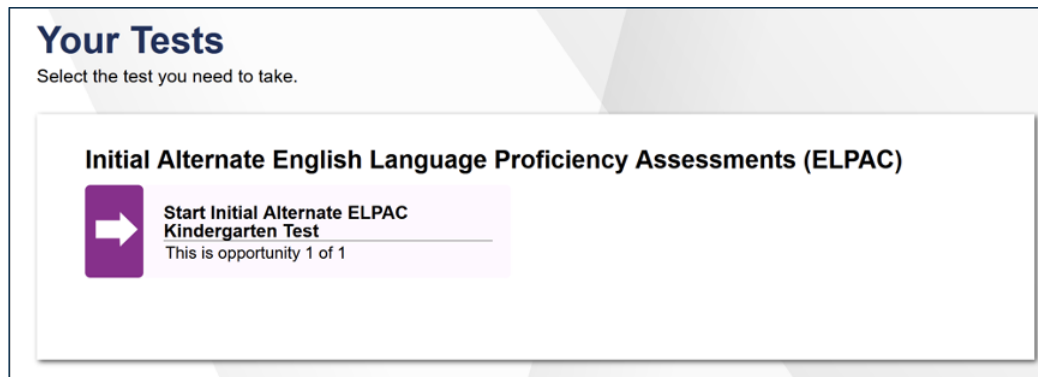


Figure 13. *Your Tests* selection box

13. The *Waiting for Approval* screen will appear (figure 14).

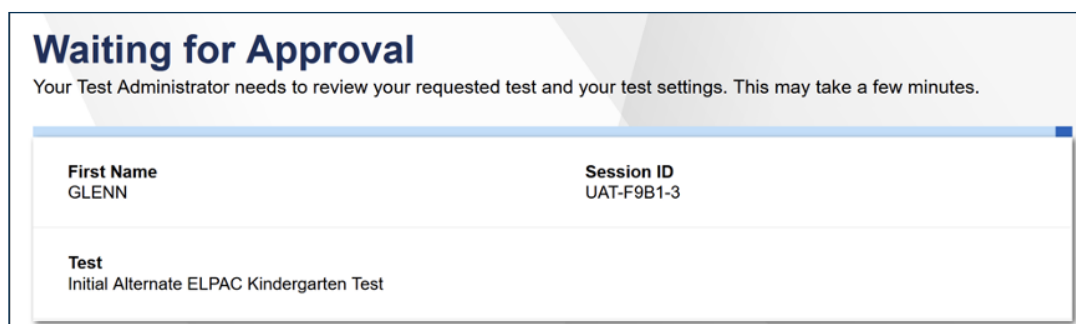


Figure 14. *Waiting for Approval* screen

Test Administrator Interface

14. Approve the student for testing by selecting the [Approve] check mark [✓] icon in the *Action* column for the individual student (figure 15).

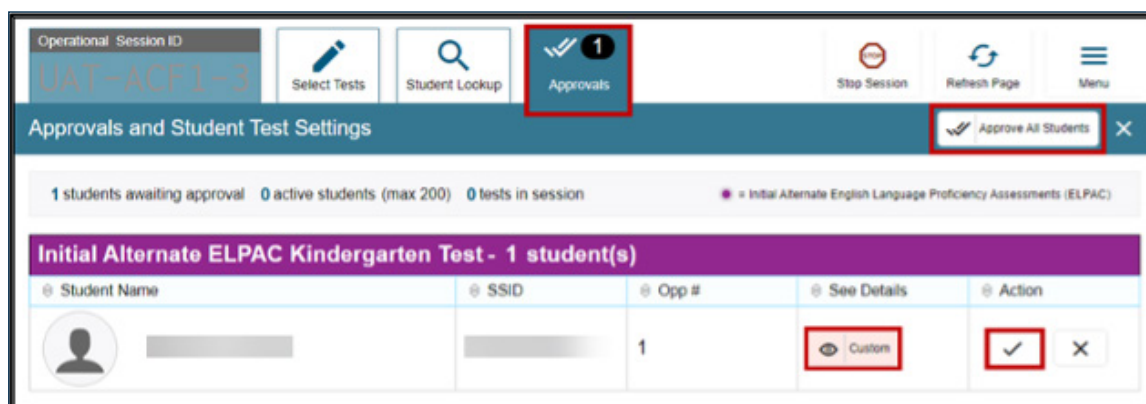

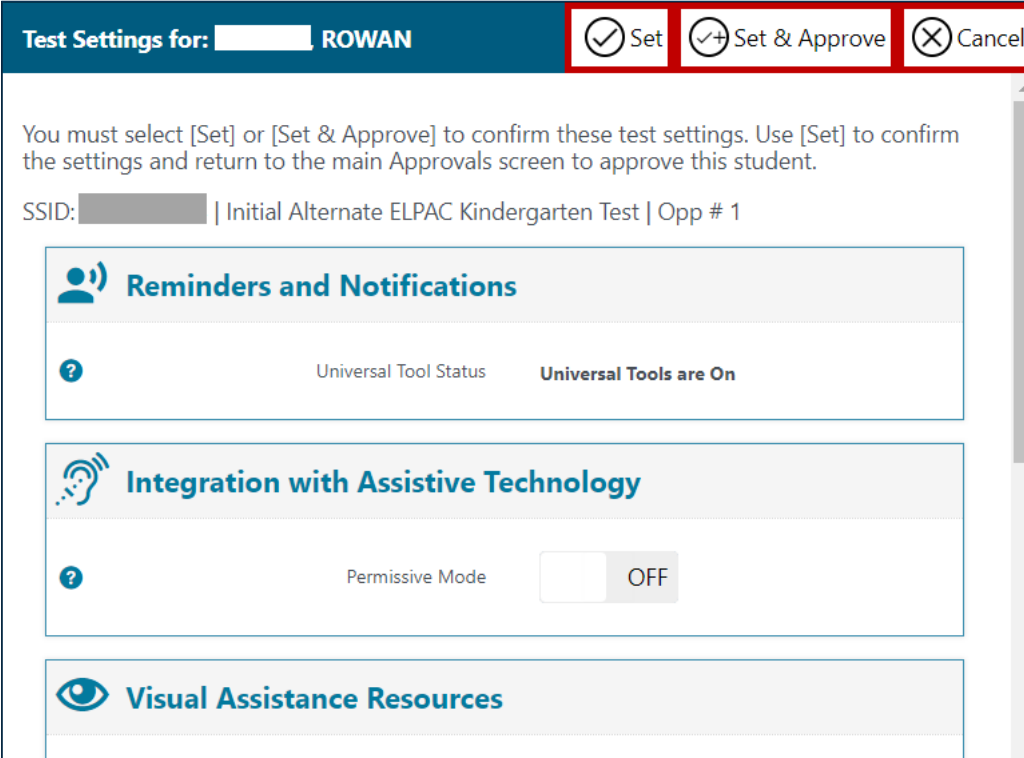


Figure 15. *Approvals and Student Test Settings* screen

Logon Instructions (cont.)


15. Select the [View] eye  [Default] icon, (figure 15), to view and adjust the student's test settings for the current test opportunity. "Custom" in the *See Details* column indicates the student has been assigned test settings. Refer to the [Accessibility Resources](https://ca-toms-help.ets.org/alt-elpac-tam/preparation-and-planning/accessibility-resources/) subsection of the online test administration manual located at <https://ca-toms-help.ets.org/alt-elpac-tam/preparation-and-planning/accessibility-resources/> for the embedded resources that are available for the Initial or Summative Alternate ELPAC.
- a) To confirm the settings, select [Set] at the top of the student's *Test Settings* screen (figure 16). You must still approve the student for testing.
 - b) To confirm the settings and approve the student, select the [Set & Approve] button (figure 16).
 - c) To return to the *Approvals and Student Test Settings* screen without confirming settings, select [Cancel].





Test Settings for: ROWAN


You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

SSID: | Initial Alternate ELPAC Kindergarten Test | Opp # 1

 **Reminders and Notifications**

 Universal Tool Status **Universal Tools are On**

 **Integration with Assistive Technology**

 Permissive Mode


 **Visual Assistance Resources**

Figure 16. Part of the *Test Settings* screen for a selected student

i If the settings are incorrect, you should select [Cancel]. You must report the incorrect test settings to the site ELPAC coordinator, who will update them as required in TOMS and reschedule the student's testing. The update, once made, may take **up to two to four hours to appear in the Test Administrator Interface**. After a student's test settings are corrected, the test can be administered to the student as previously described.

Logon Instructions (cont.)

Student Interface

16. The *Instructions and Help* screen is the last step of the sign-in process. Select [**Begin Test Now**] (figure 17) to begin testing.

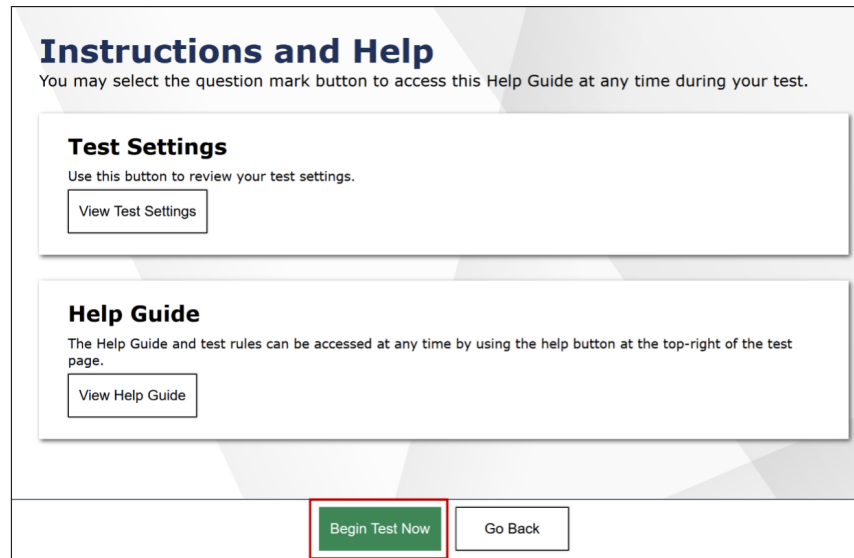


Figure 17. [**Begin Test Now**] button on the *Instructions and Help* screen

i Prior to administering a Summative Alternate ELPAC test, a message (figure 18) will appear that verifies the correct *DFA* form assignment and picture cards, if appropriate. Confirm any other necessary individualization tools, such as manipulatives, print-on-demand documents, or Augmentative and Alternative Communication (AAC) devices match the *DFA* form assignment. If the *DFA* does not match the grade level test the student should be taking, do not continue with the test. Notify the LEA ELPAC coordinator.

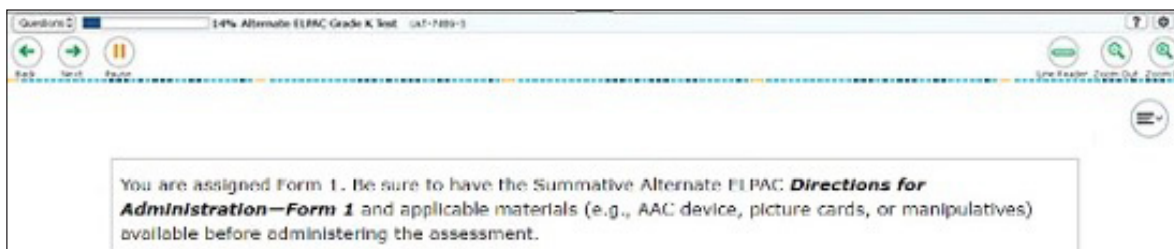


Figure 18. Confirm testing materials

17. Follow the scripts in the *DFA* as the administration gets underway.

NOTE: For information about monitoring student progress and ending a test session, refer to the [Administering a Computer-based Test Session](https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/) chapter of the online test administration manual located at <https://ca-toms-help.ets.org/alt-elpac-tam/administering-to-students/administering-online-test-session/>.