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# Directions for Remote Testing

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## How to Use These Instructions

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These instructions are for grades three through twelve (3–12) students taking the Summative 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. There are important resources available on the [ELPAC website](#) under “Resources,” then the “Parent Resources” tab. We suggest you watch the How to Take a Remote Test demonstration video, which is available in English and Spanish.

The Summative ELPAC is a secure test. Ensure that students do not have access to digital, electronic, or manual devices (e.g., cell phones, smart watches) during testing unless it is an approved medical support. Students may not use books 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 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 or 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 parents or 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 securely destroyed or 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.

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## Student Logon Instructions

You will access your test from a secure browser. For instructions on how to install the secure browser, please follow the instructions for downloading the secure browser located at <https://ca.portal.cambiumast.com>.

### Student Interface

1. Join the video meeting with your test examiner. The test examiner will give you instructions about the test.
2. Leave the video meeting.
  - a. If using a Chromebook, sign out of the device.
  - b. If using a personal computer, close all applications. This includes web browsers, email, documents, and video or music applications on your device.
  - c. If using an iPad, no additional steps are needed.

3. Open the secure browser on your device.



If you receive an error message when you open the secure browser, exit (close the browser) and open your device's "Task Manager" to see what is running. Close all applications and try again. If you continue to get an error message, let your test examiner know, and contact your school's technology specialist for help.

4. Enter your first name, followed by your SSID number given to you by your test examiner. Then enter the test session ID provided by the test examiner. Select the **[Sign In]** button (figure 1).

A screenshot of a web form titled "Please Sign In". The form has three input fields. The first field is labeled "First Name:" and contains the text "EX: JORDAN" next to a person icon. The second field is labeled "SSID:" and contains the text "EX: 123456789" next to a network icon. The third field is labeled "Session ID:" and contains the text "UAT" followed by two empty boxes separated by dots, next to a key icon.

Figure 1. *Student Sign In* web form

If you cannot sign in, exit the browser and ask your test examiner for help.

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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 (figure 2). If the information is incorrect, log out and contact your test examiner for assistance.

The screenshot shows a verification screen titled "Is This You?". Below the title is the instruction "Please review the following information." The information is presented in a table-like format with two columns:

<b>SSID:</b> 9294015802	<b>First Name</b> DAY
<b>Grade</b> 01	<b>School:</b> Richard Riordan Primary Center
<b>State</b> California	

At the bottom of the screen, there are two buttons: a green "Yes" button and a grey "No" button.

Figure 2. *Is This You?* screen

6. On the **Your Tests** screen, choose the test you are scheduled to take (figure 3).

The screenshot shows a selection box titled "Summative English Language Proficiency Assessments (ELPAC)". It contains three test options, each with a blue arrow icon on the left:

- Start Summative ELPAC Grade 1 Listening Test**  
This is opportunity 1 of 1
- Start Summative ELPAC Grade 1 Reading Test**  
This is opportunity 1 of 1
- Start Summative ELPAC Grade 1 Speaking Test**  
This is opportunity 1 of 1

Figure 3. Sample *Your Tests* selection box

7. Wait for the test examiner to approve your test (figure 4).

The screenshot shows a "Waiting for Approval" screen. Below the title is the message: "Your Test Administrator needs to review your requested test and your test settings. This may take a few minutes." The information is presented in a table-like format:

<b>First Name</b> SEL	<b>Session ID</b> UAT-B304-3
<b>Test</b> Summative ELPAC Grades 6-8 Listening Test	

Figure 4. *Waiting for Approval* screen

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8. Do the audio and video checks. Please note that these audio checks will need to be completed for each domain tested remotely.

For the camera check, select the check box to enable the video. If your video appears, select the **[I see myself]** option. If your video does not appear automatically, select the camera icon in the middle of the box. Then select **[I see myself]** option (figure 5).

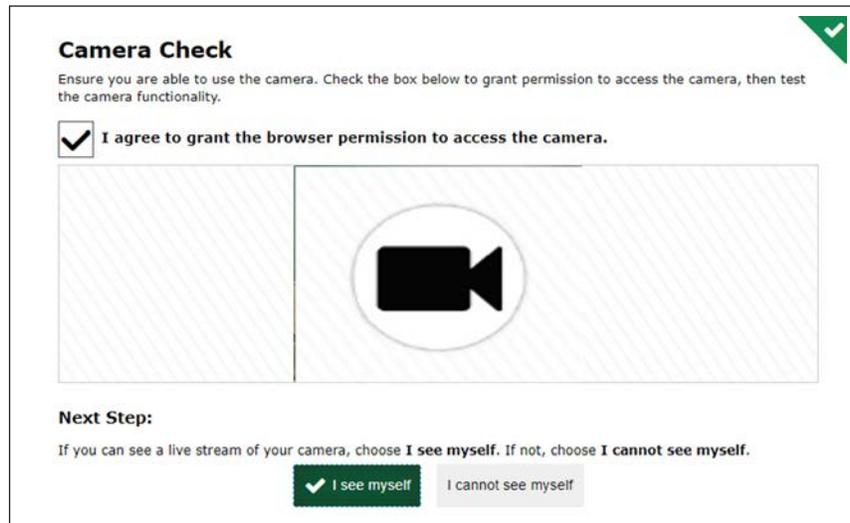


Figure 5. *Camera Check* with permission checkmark page

9. For the recording device check, press the **[Microphone]** button, speak into the microphone, press stop, and then press play to listen to your recording. If you are able to hear your recording, select the **[I heard my recording]** button (figure 6).

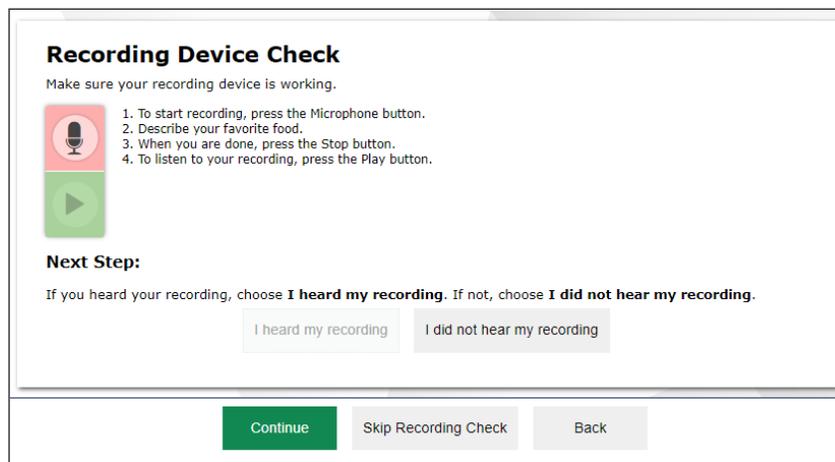


Figure 6. *Recording Device Check* page

# Directions for Remote Testing

10. Press the **[Play]** arrow icon to play the short video. If you can view the video and hear the sound, select the **[I could play the sound and video]** option (figure 7).

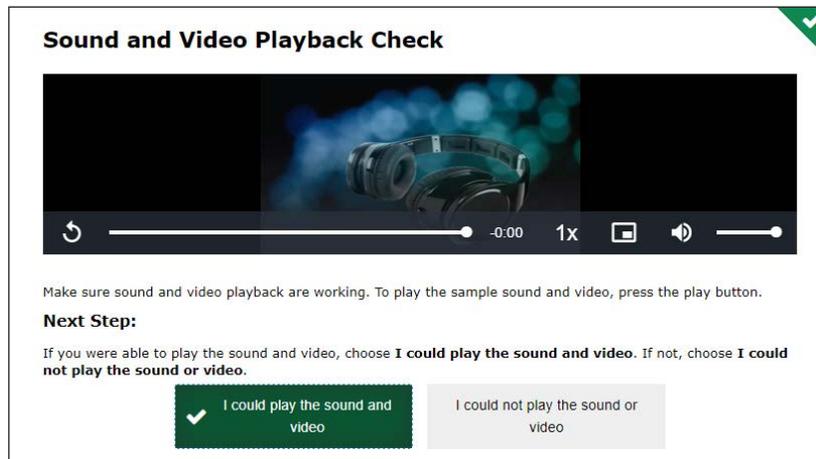


Figure 7. *Sound and Video Playback* page

11. Press the **[Speaker]** button to hear the voice. You can adjust the volume, pitch, and rate of the voice according to your preference by sliding the dot along the line. Once you are finished, select the **[I heard the voice]** button.

While you're in the test you can change the volume, pitch, and rate by selecting the **[Settings]** icon (figure 8).

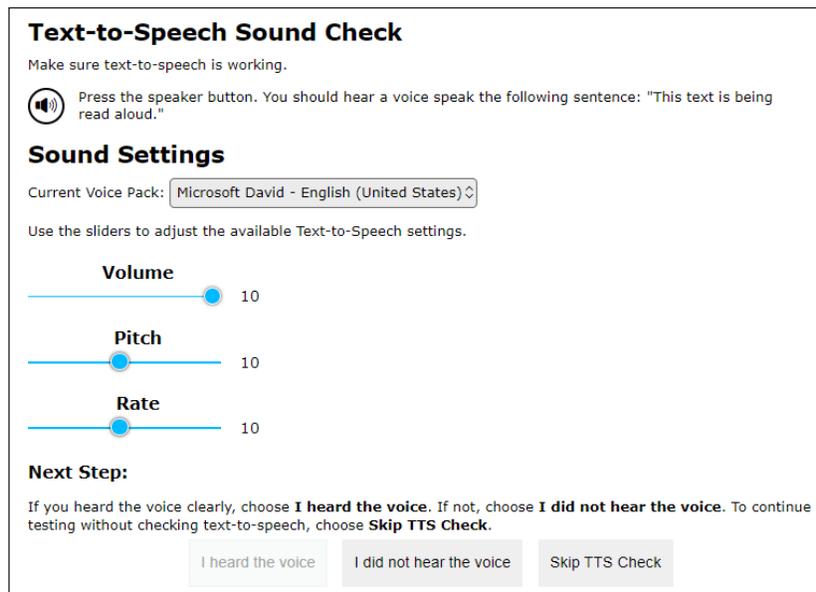


Figure 8. *Text-to-Speech Sound Check* page

If any of the audio or video checks are not working for you, simply select the option that you cannot see, hear, or play, and the system will walk you through troubleshooting for that particular feature.

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12. When you have completed the audio and video checks, 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]** (figure 9).

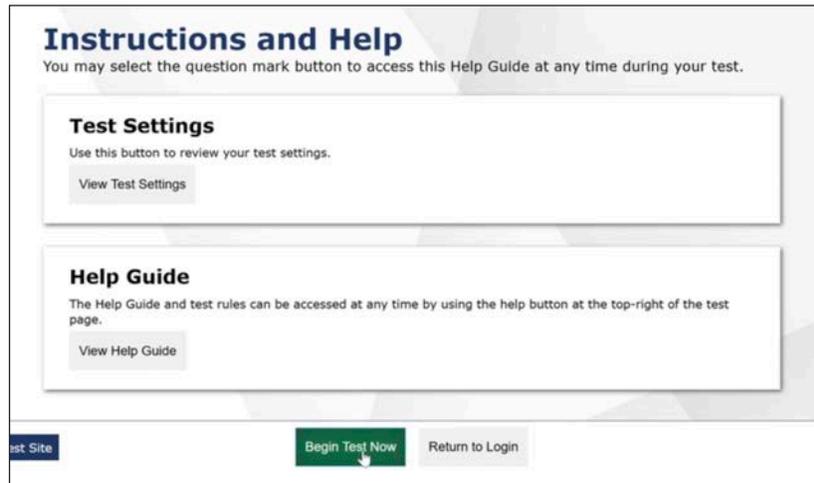


Figure 9. *Instructions and Help* screen

13. There will be a widget with the live video of yourself on the bottom-right corner. You can use the arrow buttons to move it to a different place. Your test examiner can see you throughout the test. However, you will only be able to see your test examiner if they call you (figure 10).

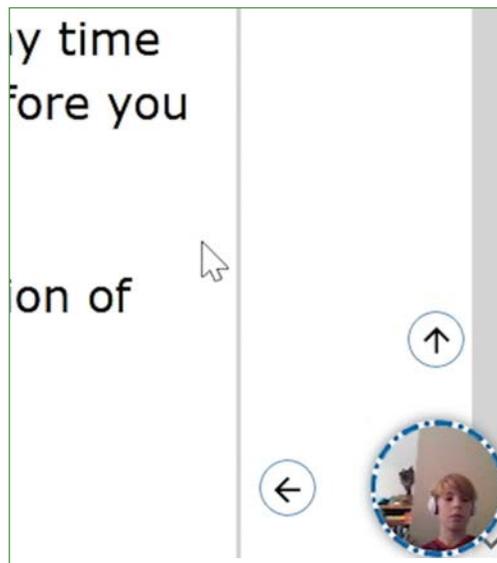


Figure 10. *Video Widget* screen

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14. ELPAC is a web camera-required test. There will not be an option to turn off your video or microphone. If you'd like to get your test examiner's attention, you can select the **[Raise Hand]** icon on the sidebar of the widget, which will then turn into a red **[Lower Hand]** icon (figure 11).

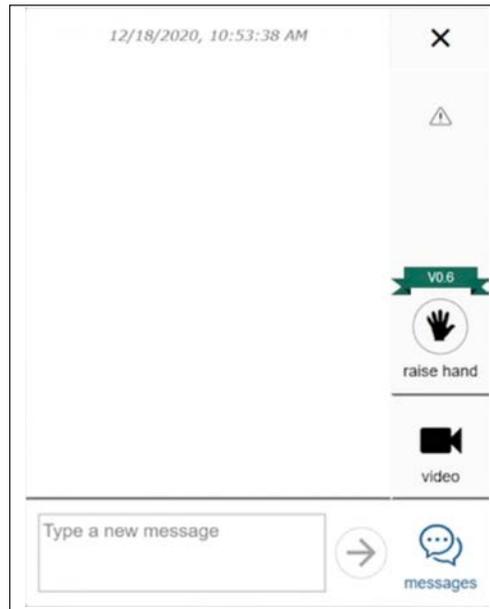


Figure 11. *Raise Your Hand* screen

15. Select the **[Messages]** icon to switch from video view to chat view. When you type and send a message, your test examiner will see it (figure 12).

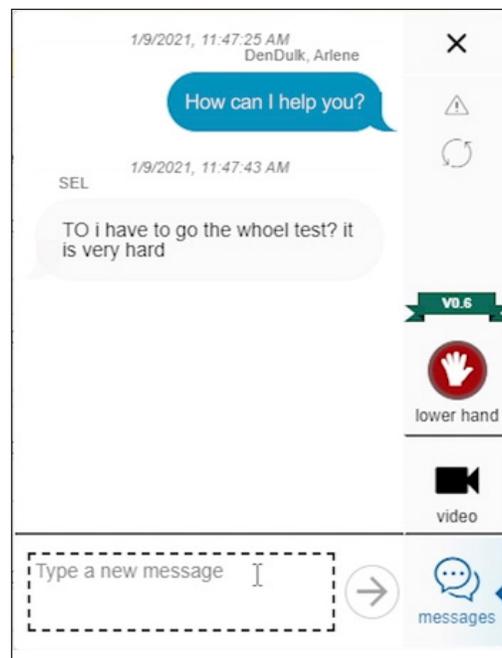


Figure 12. Messages screen

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16. There are many ways you can communicate with your test examiner during the test:
  - a. Use the Raise Hand feature if you want to ask a question or are having trouble. When you select **[Raise Hand]**, the **[Lower Hand]** icon will become visible (figure 13). Do not select **[Lower Hand]** until your test examiner has communicated with you.
  - b. You can send your test examiner a message using the chat feature. Click on the picture of yourself. A chat box will appear. Type a message to your examiner. They can respond with a text message or they might call you.

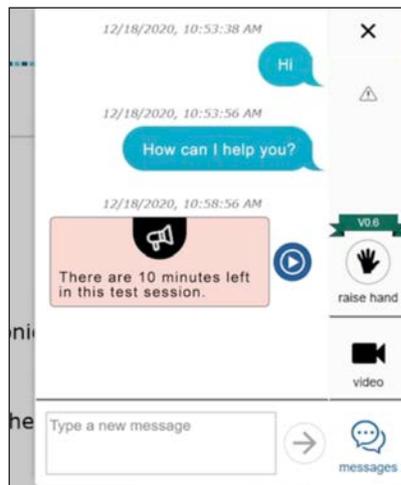


Figure 13. Chat screen

17. Your test examiner may ask to view your screen. If they do, the communication widget will ask you to give permission for the test administrator to view your screen. Select the **[I agree]** box and select **[Allow]** (figure 14).

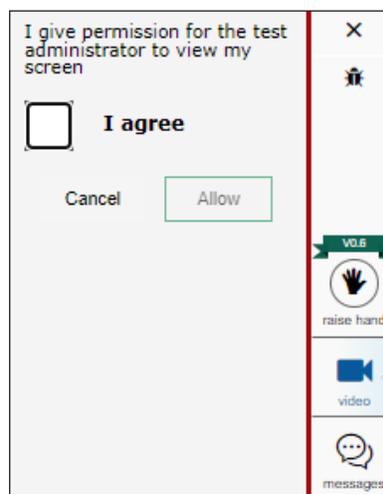


Figure 14. I Agree screen

Now the test examiner can view a live feed of your screen. You can still use the **[Messages]** icon to send a chat to the test examiner.

The test examiner will end the screen share.

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18. Your test examiner can also call you. Once they initiate a one-on-one call, it will automatically pop up on your screen.
19. When you are finished with your test and ready to submit, use the **[Raise Hand]** feature or send your test examiner a message. They will direct you to end the test. When they do, select the **[End Test]** button (figure 15).

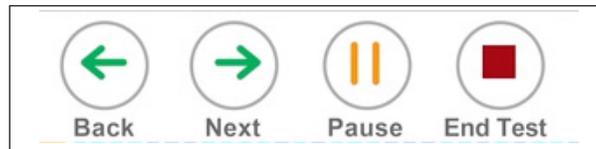


Figure 15. *Test Navigation* buttons

20. Select **[Yes]** to confirm that you're ready to end the test (figure 16).

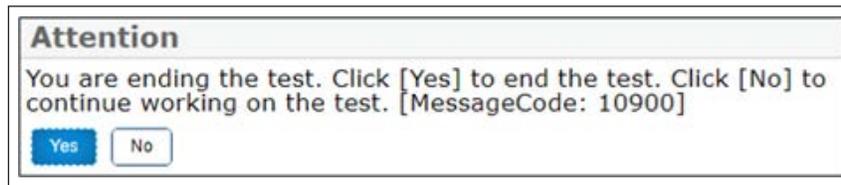


Figure 16. *End Test Confirmation* screen

21. You will see a confirmation screen that shows 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 the question number on this screen in order to review your response to that question. When you're ready, select **[Submit Test]** and select **[Yes]** again to confirm (figure 17).

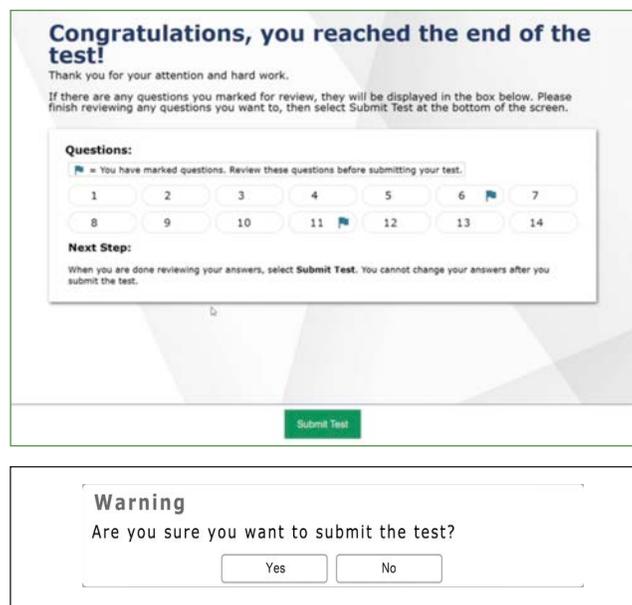


Figure 17. *Submit Test* screen

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22. Finally, you will see the *Test Summary* screen for your review and the option to log out (figure 18).



Figure 18. *Test Summary* screen