



Instructions for Using the Summative ELPAC Large-Print Writing Test Form

Enclosed is the large-print version of the Summative English Language Proficiency Assessments for California (ELPAC) Writing domain Answer Book. This package contains all necessary materials to test one student.

Each large-print package for kindergarten through grade two contains the following Summative ELPAC materials for the specific grade requested by the local educational agency (LEA):

- Standard Scannable Writing Answer Book (for transcribing answers)
- Large Print Version Test Book/Answer Book

Read the following instructions carefully before administering the large-print version.

Before Test Administration

1. Review the specific steps in the *Test Administration Manual* posted on the ELPAC website, which is found by accessing the *Test Administration* menu and then the *Manuals and Instructions* web page.
2. On the **standard scannable Writing Answer Book**, write the student's name in Box 1. Do not complete the corresponding circles for the student's name if a pre-identification (Pre-ID) label has been received for that student. Also, complete the information in Box 2 (Teacher/Examiner, School, Local Educational Agency, Local Use) and write and complete the circles in Box 8 (Date Testing Completed) of the demographics page for all students. **These are required fields; do not leave them blank.**
3. Indicate the following, if applicable:
 - Testing Irregularities (Box 9) (The site ELPAC coordinator will report this in the Security and Test Administration Incident Reporting System, which is in the Test Operations Management System [TOMS].)
 - Accommodation(s) (Box 10) (The site ELPAC coordinator will report this in TOMS.)
 - Domain Exemption(s) (Box 11) (The site ELPAC coordinator will report this in TOMS.)
 - Box 12 (Optional—Local Use)

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4. If a Pre-ID label is received for a student using large-print materials, prior to or after testing, place the label in the appropriate box on the demographics page on the **standard scannable Writing Answer Book**.
or
5. If a Pre-ID label is not received, record all student demographic information on the **standard scannable Writing Answer Book**.
6. Review the specific steps in the Directions for Administration for Filling in Demographic Information.

During Test Administration

Kindergarten through Grade Two

Provide the large-print Test Book/Answer Book to the student and keep the standard scannable Answer Book. Use the *Summative ELPAC Listening, Speaking, Reading, and Writing Directions for Administration* for kindergarten through grade two to read test items and instructions for Writing.

The student uses the large-print Answer Book to view questions and pictures and then write responses. The test examiner later transcribes the student's responses into the standard scannable Answer Book.

Note: There are no Writing answer books for grades three through twelve. Student responses are entered directly into the test delivery system.

After Administering the Test

1. Make sure all student responses have been transferred from the large-print Answer Book to the **standard scannable Answer Book**.
2. Place the completed **standard scannable Answer Book under the appropriate Group Identification Sheet** along with the rest of the standard Answer Books for the same grade group.
3. All test materials received in this kit, **other than the standard scannable Answer Book**, should be securely destroyed. The LEA ELPAC coordinator will provide the process for the secure destruction of the large-print test materials.
4. Questions regarding the administration of the large-print version of the Summative ELPAC should be directed to the LEA ELPAC coordinator.