

# Alternate ELPAC Test Examiner Checklist

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

California Department of Education | July 2023

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

Although comprehensive, this checklist is not exhaustive and may not include every task or activity required of an Alternate ELPAC TE to support a successful administration. Tasks that are ongoing in nature are also listed at the beginning of the checklist.

**This checklist is created in an editable format so Alternate 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 the Initial Alternate ELPAC or Summative Alternate ELPAC TE training 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 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 following overview videos.

* + [Introduction to the Alternate ELPAC for Parents](https://www.youtube.com/watch?v=5FuleRcGt80" \o "Introduction to the Alternate ELPAC for Parents video on the CAASPP & ELPAC YouTube channel) (English) (Video; 9:26)
  + [Introduction to the Alternate ELPAC for Parents](https://www.youtube.com/watch?v=tzzOu5VMXSk) (Spanish) (Video; 10:38)
  + [Starting and Stopping an In-Person Test Session](https://youtu.be/RsS-dVeIq1U) (English) (Video; 8:28)

### Share Resources

* Guide the student 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.

### 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.
* Make sure students are eligible for alternate assessments in individualized education programs (IEPs) or Section 504 plans and that accommodations and designated supports are noted.
* 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 assigned to take the Initial Alternate ELPAC or Summative Alternate ELPAC.
* Confirm that the students who need accommodations, per their IEP or Section 504 plan, 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 LEA’s testing window has opened.*

### Technology

* Confirm that the correct number of student testing devices 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.

### Materials

* Work with your site ELPAC coordinator to order any necessary picture cards or materials.

### 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.
* Ensure that all English learner students without an IEP are designated the appropriate accessibility resources, if applicable.

### Student Specific

* Communicate any needed test setting changes or additions with the site ELPAC coordinator.
* Become familiar with each student’s preferred communication mode(s).
* Develop an individualized administration plan for each student, taking into account items in the *DFA* and each student’s primary communication mode.
* Prepare any supplemental testing materials needed by the individual student, such as paper, writing tools, objects or manipulatives, picture cards, or an Augmentative and Alternative Communication (AAC) device; if an AAC device is used by the student, be sure to program the device prior to starting the test session using the Test Item Previewer.

## During Testing

#### Testing Windows

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

### Administration

* Verify that the student has the student’s 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.
* Review the allowed student test settings in TOMS and verify accuracy 48 hours prior to test administration.
* Follow the instructions in the *DFA* precisely as written to ensure standardization of administration. Also, follow the individualized administration plan.
* Administer the appropriate assessments, following the script in the *DFA*. Provide any necessary non-embedded designated supports and accommodations.
  + Provide the student 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.

### Technology and Materials

* Confirm that the appropriate student testing devices and materials are available.

### Security

* Ensure that the student does 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 the 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 student’s 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 scores or answer choices into the student test delivery system.

### 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

* 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.