



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 level requested by the local educational agency (LEA):

- Standard scannable Writing domain Answer Book (for transcribing answers)
- Large-print 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 *Summative ELPAC Online Test Administration Manual* that is posted at <https://ca-toms-help.ets.org/summ-elpac-otam/>, on the ETS website. A link to the manual can be found on the ELPAC website at <https://www.elpac.org> by selecting the *Test Administration* drop-down menu to open the Manuals and Instructions web page.
2. On the **standard scannable Writing domain 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:
 - Box 9 (No Response Optional—Local Use) (Check this box if the student was administered the Writing test and did not provide responses.)
 - Box 10 (Optional—Local Use)
4. If a Pre-ID label was received prior to or after testing for a student using large-print materials, place the label in the appropriate box on the demographics page of the **standard scannable Writing domain Answer Book**.
5. If a Pre-ID label was not received, record all student demographic information on the **standard scannable Writing domain Answer Book**.
6. Review the specific steps for Filling in Demographic Information in the *Directions for Administration*.

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 the Writing domain.

The student uses the large-print Answer Book to view questions and pictures, and write responses. Later, the test examiner will transcribe the student's responses into the standard scannable Answer Book.

Note: There are no Writing domain 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-level group.
3. Securely destroy all test materials received in this kit, **other than the standard scannable Answer Book**. The LEA ELPAC coordinator will provide the process for the secure destruction of large-print test materials.
4. Direct questions regarding the administration of the large-print version of the Summative ELPAC to the LEA ELPAC coordinator.