




# How to Second Score for the Summative Alternate ELPAC

For the Summative Alternate English Language Proficiency Assessments for California (ELPAC) test administration, **a subset of schools assigned to Form 2** will be required to participate in second scoring. Assigned schools are listed in the lookup tool on the Second Scoring Assignments for the 2022–23 Summative Alternate ELPAC Test Administration web page (<https://www.elpac.org/test-administration/alternate/alt-elpac-second-scoring-assignment>). Participating in second scoring means that in addition to the primary test examiner (TE) and student, a secondary TE will need to be present at the time of testing to observe and score the student’s rubric-scored responses **simultaneously**, yet **independently**, from the primary TE. Ideally, the secondary TE should also be familiar with the student’s individual testing needs and communication modes. For more information on the complete list of responsibilities for a TE, please refer to the Alternate ELPAC Test Examiner Checklist (<https://www.elpac.org/s/pdf/Alternate-ELPAC.test-examiner-checklist.2022-23.docx>) on the ELPAC website (<https://www.elpac.org/>).

### To conduct second scoring, complete the following steps:

1. Ensure that the primary and secondary TEs both have an account in the Test Operations Management System (TOMS) website (<https://mytoms.ets.org/TOMS>) with an “ELPAC Test Examiner” user role.
2. Complete the Summative Alternate ELPAC—Test Examiner Certification course in Moodle (<https://moodle.caaspp-elpac.org/login/index.php>)
3. Download the Summative Alternate ELPAC *Preparing for Administration (PFA)* web document posted on the ELPAC website (<https://www.elpac.org/s/pdf/Summative-Alt-ELPAC-PFA.2023-24.pdf>) or the TOMS website. Review the second scoring section.
4. Download and review the Summative Alternate ELPAC *Directions for Administration (DFA)* located in the TOMS **[Secure Materials]** tab and become familiar with the rubric-scored items found in the grade level or grade span you are scoring. Items that require second scoring have the **[Second Scoring]** double checkmark [  ] icon in the *DFA*.
5. Second scorers have two options to record scores at the time of testing. They can either enter the student’s second scores directly into the DEI at the time of testing or they can use a printed score sheet provided in the appendix of the *DFA* to initially record second scores during testing and then enter them later in the DEI.
6. At the time of testing, observe and score the student’s responses based on the rubric included in the *DFA*. Enter scores for as many rubric-scored items both test examiners are able to observe during the test session. Enter the student’s responses directly into the DEI or record scores on the Answer Recording Sheet.
7. If the Answer Recording Sheet was used, **ensure that all second scores are entered into the DEI** after testing and prior to the end of the test administration window. Local educational agencies (LEAs) can refer to the Entering Student Responses and Scores into the Data Entry Interface video (<https://www.youtube.com/watch?v=mK-PYJZ4HtM>) to obtain more information on how to use the DEI.