



Instructions for Using the Initial ELPAC Braille Writing Test Form

Dear ELPAC Test Examiner:

Enclosed is the Initial English Language Proficiency Assessments for California (ELPAC) braille form. This package contains all necessary materials to test one student.

Each braille package for kindergarten through grade two contains the following materials for the specific grade requested by your local educational agency (LEA) for the Initial ELPAC:

- Braille Test Book
- Braille Answer Book (for transcribing answers)
- *Listening, Speaking, Reading and Writing: Directions for Administration Visual Impairment and Braille Initial ELPAC*

Read these instructions carefully before administering the braille form.

Before Test Administration

1. Review the grade-level specific *Listening, Speaking, Reading and Writing: Directions for Administration Visual Impairment and Braille Initial ELPAC*, the braille Test Book, and the braille Answer Book in their entirety before administering the test.
2. On the braille Answer Book, write the student's name in Box 1. Complete the corresponding circles for the student's name for students in kindergarten through grade two. 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.)
 - Alternate Assessment(s) (Box 11) (The site ELPAC coordinator will report this in TOMS.)
 - Domain Exemption(s) (Box 12) (The site ELPAC coordinator will report this in TOMS.)
 - Box 13 (Optional—Local Use)

Be prepared to follow one of these two approaches:

1. For questions in the Writing domain, the student uses a braillewriter or other assistive devices to write responses. A staff member fluent in both braille and English, who has signed the ELPAC *Test Security Affidavit*, must transcribe the braille writing into the braille Answer Book after testing is completed. Transcriptions must match exactly what the student has written. Do not correct errors.
2. If the student is not literate in braille and will dictate responses to the test examiner, the test examiner must write the responses for the student in the braille Answer Book during testing. This is a test accommodation referred to as a "Scribe." The student's individualized education program or Section 504 plan must specify "Scribe" as an accommodation. Indicate the use of an accommodation for the Writing domain in TOMS.

Refer to the California Department of Education's California Assessment Accessibility Resources Matrix web document at <https://www.cde.ca.gov/ta/tg/ca/documents/caaccessibilitymtrx2021.docx> for additional information.

After Administering the Test

1. Make sure all student responses and test examiner scores have been transcribed into the braille Answer Book provided in the braille package.
2. After testing, the student's responses are scored locally using the rubrics and anchor samples included in the grade-level *specific Listening, Speaking, Reading and Writing: Directions for Administration Visual Impairment and Braille Initial ELPAC*, located on ELPAC.org. The Student Score Sheet in the braille Answer Book is used for recording student scores before entering them into the Data Entry Interface (DEI). Instructions for completing local scoring are provided in the *DFA*.
3. Once scoring is complete, scores have been entered in the DEI and Student Score Reports have been printed, please return all test materials as soon as possible. Be sure to return the student's braille Test Book to Educational Testing Service. These materials should be packed for return using the original carton in which your materials arrived.
4. If you have questions regarding the administration of the braille form, please contact your LEA ELPAC coordinator.