ELPAC
English Language Proficiency
Assessments for California

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

Dear ELPAC Test Examiner:

Enclosed is the large-print version of the 2020–2021 Initial English Language Proficiency Assessments for California (ELPAC). This package contains all necessary materials to test one student.

Each large-print package for kindergarten through grade two contains the following 2020–2021 Initial ELPAC materials for the specific grade level requested by the local educational agency (LEA):

- Standard Scannable 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 at https://www.elpac.org/s/pdf/ELPAC.initial_online_tam.2020-21.pdf.

2. On the **standard Writing 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)

4. If a Pre-ID label is received for a student using large-print materials, after testing, place the label in the appropriate box on the demographics page on the **standard Answer Book.**

   OR

5. If a Pre-ID label was not received, record all student demographic information on the **standard Answer Book.**

6. Review the specific steps in the "Filling in Demographic Information" section of the *Directions for Administration* in the student Writing Answer Book.

During Test Administration

Kindergarten Through Grade Two

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

2. The student uses the large-print Test Book/Answer Book to view questions and pictures, and then writes responses. The test examiner later transcribes the student's responses into the standard Answer Book.

Note: There are no Writing Test Books or 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 Test Book/Answer Book to the **standard Answer Book.**

2. Place the completed **standard 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 Answer Book,** must 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 Initial ELPAC should be directed to the LEA ELPAC coordinator.