
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Wednesday, March 13, 2019 2:46 PM
To:
Subject: ELPAC--Important: Testing Irregularities and Security Breaches



Dear LEA ELPAC Coordinator:

Educational Testing Service (ETS) would like to provide you with additional guidance that will help you and your local educational agency (LEA) administer the 2018–19 Summative English Language Proficiency Assessments for California (ELPAC) successfully.

As the LEA ELPAC coordinator, you are responsible for training test examiners, as well as the overall test security and administration of the assessment. It is important that everyone associated with ELPAC test administration follow all instructions included in the ELPAC *Examiner's Manuals* and the [2018–19 Summative ELPAC Test Administration Manual](#).

What follows are some important reminders to assure a secure standardized test administration:

- To offer a fair assessment to all students, the directions must be followed as written in the *Examiner's Manuals* and the [Summative ELPAC Test Administration Manual](#).
- Test examiners should take care to check audio playback for the Listening and Speaking domain prior to assessing students. Prior to starting a testing session, ensure that enough time is allotted to complete the session.
- Neither test examiners nor students are permitted to have cell phones in the testing rooms or where secure test materials are stored. Before testing begins, have all electronic devices turned off and stored in a secure location.
- Review the testing roster to confirm that students being tested are both identified as English learners and required to be tested.
- Confirm the student received the test materials for the correct grade or grade span and the student's name and Statewide Student Identifier on pre-identification labels are accurate.
- Make certain students are sitting far enough apart to avoid copying or sharing of answers and that students are observed during testing.

- Test materials are to be kept in a secure location at all times and should be accounted for every time they are accessed.

The [Summative ELPAC Test Administration Manual](#) includes scenarios to help you avoid testing irregularities and security breaches before, during, and after testing has completed.

We recommend that you become familiar with the different test security scenarios and test security procedures before you train your test examiners on what to be on the alert for and what to report.

If a testing irregularity or security breach does occur within your LEA, please complete the [ELPAC Testing Irregularities and Security Breach Report Form](#) and immediately submit it by fax to the California Technical Assistance Center at 855-448-3412 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
Email: caltac@ets.org
Website: <https://www.elpac.org/>