

Re: ELPAC Initial Assessment Field Test Technology Reminder

Dear local educational agency (LEA) English Language Proficiency Assessments for California (ELPAC) Coordinator:

Thank you for your participation in the ELPAC Initial Assessment Field Test. We are writing you with several important technology reminders, to help ensure you have the best testing experience during the upcoming ELPAC IA Field Test administration.

Note: Pre-ID is not provided for the upcoming ELPAC Initial Assessment Field Test. Please instruct Test Examiners to disregard the box-shaped area for pre-ID labels on the answer documents and hand grid all demographic information for participating field test students.

Test Operations Management System

The Test Operations Management System (TOMS) is a secure Web site that permits LEA ELPAC Coordinators to perform several tasks for the ELPAC System. For best performance, download the latest version of Internet Explorer, Firefox, Chrome or Safari.

TOMS Functionality for LEA ELPAC Coordinators and ELPAC Test Examiners

Depending on your role, you will be able to perform the following tasks in TOMS:

- Download materials such as ELPAC training materials, ELPAC TOMS User's Guide and Frequently Asked Questions.
- View News and Announcements
- Administer the Listening domain to students in Grades three through twelve (3–12).

TOMS Requirements

To ensure optimal performance of TOMS, we recommend using one of the following supported Web browsers:

- Internet Explorer 10 and above
- Mozilla Firefox 10 and above
- Google Chrome 41 and above
- Safari 5 and above
- Google Android (all)
- iPad Safari (all)

System functionality and screen displays may operate or appear differently due to different Web browser and operating system capabilities. The TOMS Web site is optimal when viewed using a resolution of 1280 x 1024.

Important: While it is possible to open more than one Web browser tab or window at a time, only one Web browser tab or Web browser application window should be open for editing at one time.

Testing Audio for TOMS Listening Module

Before administering the Listening Module, it is important to test your audio setup to make sure all systems are functioning properly. The Listening Module in TOMS features a sample audio file should be used to test speaker setup and sound volumes. The sample audio can be played by LEA ELPAC Coordinators and ELPAC Test Examiners. To perform setup before administering the test, click the **[Play sample]** button and adjust the volume by moving the **[Sound]** button up or down.

NOTE: For security reasons, only wired speaker systems should be used. Wireless Bluetooth speakers are not permitted.

Troubleshooting Audio

If the audio file stops at 99% or does not complete downloading:

- Check on your antivirus software. Temporarily disable, if possible, and check the behavior.
- Check if there is a proxy server. Temporarily bypass, if possible, and check the behavior.
- Check alternate browsers if possible.
- Run a test on your network speed. Here are two web-based speed testing services you can use: <http://www.speedtest.net/> or <https://www.speakeasy.net/speedtest/>

If these steps do not resolve the audio problems, the ELPAC Information Technology may do remote screen sharing with the LEA using WebEx to investigate and troubleshoot the issue.

Thank you for your attention to these important matters. If you have any questions, please contact the ELPAC Customer Support Center by e-mail at ELPAC@ets.org or by phone at 1-844-782-2714.