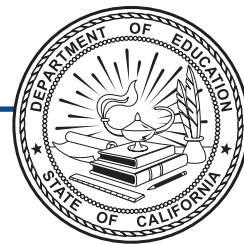


ELPAC

English Language Proficiency
Assessments for California



Listening, Reading, and Writing: Directions for Administration



Practice Test Grades 3–12

ELPAC Administration Notes

FOR QUESTIONS REGARDING THE ELPAC OR FOR ADDITIONAL ASSISTANCE:

- Test examiners and other school personnel should contact their LEA ELPAC coordinator.
- LEA ELPAC coordinators should contact the California Technical Assistance Center (CalTAC) by phone at 800-955-2954, or by email at caltac@ets.org. CalTAC is open from 7 a.m. to 5 p.m., Monday through Friday.

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Directions for Administration

Introduction to the ELPAC Practice Test Directions for Administration

This manual contains directions and the specific scripts you will need to administer practice tests for the English Language Proficiency Assessments for California (ELPAC). It is a companion document to the online practice tests.

The purpose of the ELPAC practice tests is to familiarize students and test examiners with the testing interface, item types, and accessibility resources as well as to provide students with the opportunity to practice a full-length test. The practice tests provide grade-level content and contain the same number of questions that appear on the ELPAC operational tests. There is an ELPAC practice test available for each grade level/ span.

Please note that the practice tests do not produce scores. These practice tests are available all year and may be used at any time in preparation for the operational ELPAC tests.

Practice tests can be administered in one of two ways:

- Using the same procedures as the operational tests, with the Test Administrator Interface, secure browser, and individual student logon information; or
- Using a standard supported web browser to access the practice tests directly, without use of the Test Administrator Interface or secure browser.

For more information on all aspects of the ELPAC, including test security, item types, and guidelines, refer to the ELPAC Test Administration Manual on the Manuals and Instructions web page at <https://www.elpac.org/test-administration/instructions/>.

Directions for Administration (cont.)

Using This DFA

This DFA should be used to administer the Listening, Reading, and Writing domains. The Speaking DFA should be used to administer the Speaking domain.

This DFA contains scripts for administration. Key instructions for test examiners* will be as follows.

Guide to Administration Scripts in This DFA	How the Test Examiner Should Proceed
SAY	The test examiner reads the material out loud to the student.
i	Information for the test examiner

Administering a ELPAC Practice Test Session

Testing Checklist

- If you are administering the practice test using the same procedures as the operational tests, confirm that the student has been assigned the correct test settings (designated supports and accommodations) in the Test Operations Management System (TOMS).
- If you are administering the practice test using a standard supported web browser without the use of the Test Administrator Interface or secure browser, apply the appropriate test settings (designated supports and accommodations) for the student in the Student Testing Interface for the practice and training tests directly.
- Assemble the following test materials:
 - The grade-level Listening, Reading, and Writing DFA
 - Electronic devices for the students (and, if applicable, test examiner) to access the test**
 - Pencils with erasers
 - Headphones for each student
 - Scratch paper for note-taking

*A test examiner does not need to be present to use the ELPAC Practice Test; however, the term "test examiner" is used in this document to show what a test examiner will do to administer the test.

**A mobile device that would allow the test examiner to monitor student progress while walking around the room would be preferable

Directions for Administration (cont.)

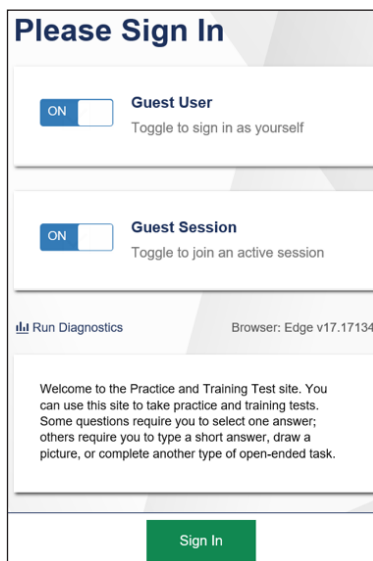
How to Start a Test Session as a Guest

SAY Today, you will take the ELPAC [Listening/Reading/Writing] test. First you are going to sign in. You will need to navigate to the correct website.

i You can provide students with the website by writing it on the board. Students will need to navigate to <http://www.elpac.org>.

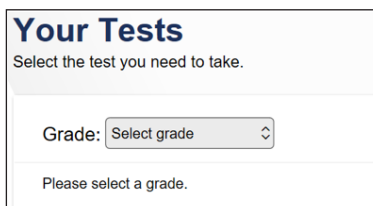
SAY Now you will need to select the [Practice and Training Tests] button. Then you will need to select the [Student Interface Practice and Training Tests] link to launch the Sign In screen. Once you have done this, you can select the [Sign In] button to sign in as a guest.

i Monitor students to make sure that students select the [Practice & Training Tests] button, the [Student Interface Practice and Training Tests] link, and then the [Sign In] button.



SAY Now select your grade level from the drop-down menu.

i Make sure students select the correct grade from the menu.

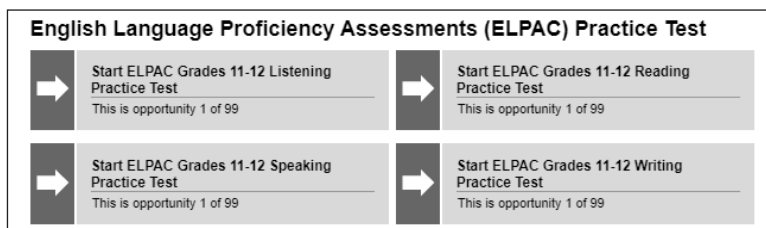


Directions for Administration (cont.)

SAY On the test selection screen, select the ELPAC [Listening/Reading/Writing] test.

i Make sure students select the appropriate ELPAC practice test. ELPAC practice tests are color-coded dark grey.

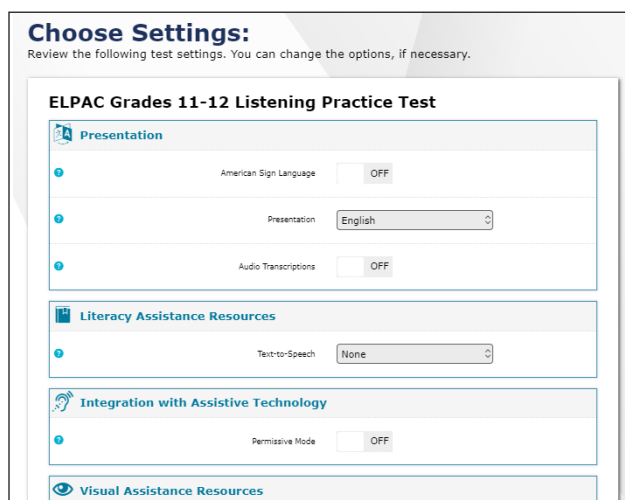
SAMPLE



SAY Now select test settings as needed and then select the [Select] button.

i Help students choose test settings as needed. They will see this screen:

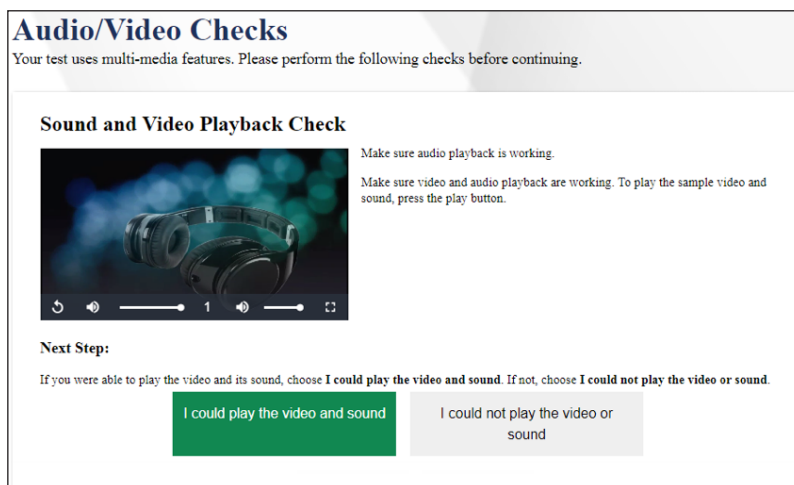
SAMPLE



Directions for Administration (cont.)

SAY Now you should see a screen that prompts you to check that the sound and video on your computer are working. In a moment, you will put your headsets on and select the triangle [Play] button to check the sound on your computer, then take your headsets off when you are done. Please check the sound on your computer now.

i Wait for all students to check their sound and take their headsets off. They will see a screen like this:



i Depending on the selected test settings, you may see additional screens to check the functionality of certain test setting(s) on your device (e.g., text-to-speech check).

SAY If you could hear the music and see the moving musical notes, select the green [I could play the video and sound] button now. If you could not hear, raise your hand.

i Help any students with sound issues adjust the volume, then have the students conduct the sound check again.

SAY Please select [Continue].

SAY At this time, please select [Begin Test now] at the bottom of the page.

i For the Listening test, turn to page 11.

For the Reading test, turn to page 12.

For the Writing test, turn to page 13.

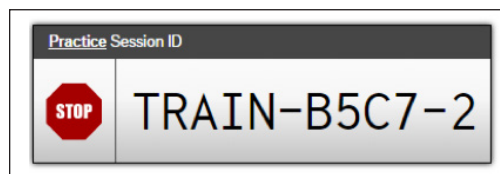
Directions for Administration (cont.)

How to Start a Practice Test Session Using the Same Procedures as the Operational Tests

TEST ADMINISTRATOR INTERFACE

- 1) Launch a supported web browser on your device to log on to the **Test Administrator Interface** (accessible from <http://www.elpac.org/>).
- 2) Select the **[Practice & Training Test]** button.
- 3) Select the **[Test Administrator and Test Examiner Practice and Training Site]** link to log on to the Test Administrator Interface for the practice test.
- 4) Log on to the **Test Administrator Interface** using your TOMS username (your e-mail address) and password.
- 5) Select the practice test(s) you want to administer from the test selection window.
- 6) Select the **[Start Practice Session]** button.
- 7) Upon selecting the **[Start Practice Session]** button, a Session ID will appear on the top right corner of the **Test Administrator Interface**. You should write this Session ID on the board so that it is accessible to all students.

SAMPLE



SAY Today, you will take the ELPAC [Listening/Reading/Writing] test. First you are going to sign in. I am going to pass out your logon tickets, which contain the information you need to sign in to the test.

i Pass out a logon ticket to each student. The logon tickets should provide the students' Statewide Student Identifiers (SSID).

SAY Now we are ready to sign in. Once you have signed in, you will have to wait for me to approve the test before you start. First, make sure the blue Guest User and Guest Session buttons are set to [Off].

Directions for Administration (cont.)

STUDENT INTERFACE

i Direct students to open the secure browser and select the button on the screen to go to the Practice and Training Test site, if it isn't open already. If the secure browser is not installed on their testing device then they will need to select the **[Student Interface Practice and Training Tests]** link from the Practice and Training tests tab on <http://www.elpac.org>. Students should see a screen that looks like this:

Please Sign In

OFF **Guest User**
Toggle to sign in as yourself

First Name:
EX: JORDAN

SSID:
EX: 123456789

OFF **Guest Session**
Toggle to join an active session

Session ID:
TRAIN

[Run Diagnostics](#) Browser: Safari v12.1

Welcome to the Practice and Training Test site. You can use this site to take practice and training tests. Some questions require you to select one answer; others require you to type a short answer, draw a picture, or complete another type of open-ended task.

Sign In

SAY Now enter your legal first name, not your nickname, followed by your SSID number which is on your log on ticket. Then enter the test session identification, or ID that is required to start the test, which I have written on the board. Raise your hand if you need help typing this information on your keyboard. I'll be checking that you have correctly entered the test session ID and other information.

i Monitor student progress on entering this information. When all students have entered the information,

SAY Now select **[Sign In]**.

i Wait for all students to select **[Sign In]**.

SAY You should see a screen with your first name and other information about you. If all of the information on your screen is correct, select **[Yes]** to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Directions for Administration (cont.)

STUDENT INTERFACE (cont.)

i Students should see this screen:

The screenshot shows a form titled "Is This You?" with the instruction "Please review the following information." The form contains the following fields:

SSID: 9294015802	First Name DAY
Grade 01	School: Richard Riordan Primary Center
State California	

At the bottom of the form are two buttons: "Yes" (green) and "No" (grey).

SAY Now select the [Listening/Reading/Writing] test.

i Students should see this screen:

SAMPLE

The screenshot shows a screen titled "English Language Proficiency Assessments (ELPAC) Practice Test" with four buttons arranged in a 2x2 grid. Each button has a right-pointing arrow icon and contains the following text:

Start ELPAC Grades 11-12 Listening Practice Test This is opportunity 1 of 99	Start ELPAC Grades 11-12 Reading Practice Test This is opportunity 1 of 99
Start ELPAC Grades 11-12 Speaking Practice Test This is opportunity 1 of 99	Start ELPAC Grades 11-12 Writing Practice Test This is opportunity 1 of 99

TEST ADMINISTRATOR INTERFACE

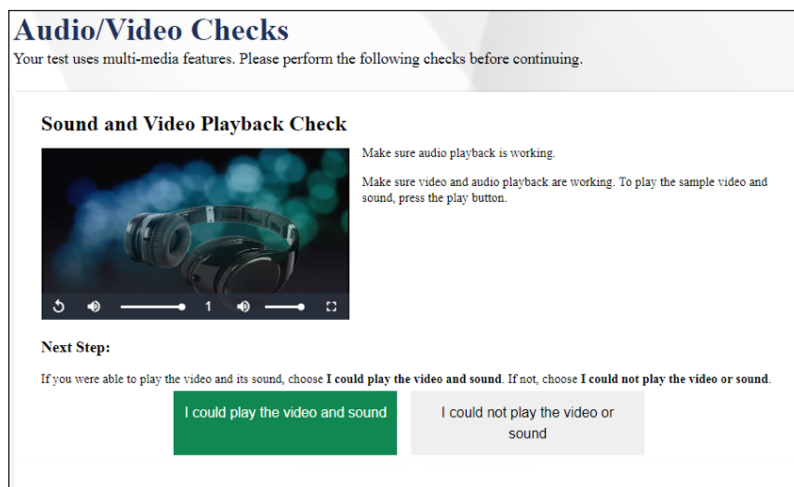
i Verify you have selected the correct test and test settings for the student by selecting the **[Approvals]** button. The eye icon allows you to view and set test settings, the check mark allows you to approve the test, and the "X" allows you to deny the test.

Directions for Administration (cont.)

STUDENT INTERFACE

SAY Now you should see a screen that prompts you to check that the sound and video on your computer are working. In a moment, you will put your headsets on and select the triangle [Play] button to check the sound on your computer, then take your headsets off when you are done. Please check the sound on your computer now.

i Wait for all students to check their sound and take their headsets off. They will see a screen that looks like this:



i Depending on the selected test settings, you may see additional screens to check the functionality of certain test setting(s) on your device (e.g., text-to-speech check).

SAY If you could hear the music and see the moving musical notes, select the green [I could play the video and sound] button now. If you could not hear, raise your hand.

i Help any students with sound issues adjust the volume, then have the students conduct the sound check again.

SAY Please select [Continue].

SAY At this time, please select [Begin Test now] at the bottom of the page.

i For the Listening test, turn to page 10.

For the Reading test, turn to page 11.

For the Writing test, turn to page 12.

Test Administration Directions

To begin the test, follow the directions in the **How to Start a Test Session as a Guest** or the **How to Start a Practice Test Session Using the Same Procedures as the Operational Tests** portion of this document.

Note: Screen Number 1 contains recorded audio directions for the Listening section. Test content begins with screen Number 2.

When screen Number 1 comes up,

SAY This is the Listening section of the ELPAC test.

We are almost ready to begin. In this part of the test, you will listen carefully to some recordings. Then you will answer some questions. You will need to answer all the questions that go with each recording before you will be able to go on to the next recording. If you are unsure of an answer, provide the answer you think is best. If you would like to review your answer at a later time, click to mark the question for review before going on to the next question. You may go back and change the answer at any time during this test session.

SAY Look at screen Number 1. This screen contains the test directions. You will put on your headsets and listen to the directions, then take your headsets off when you are finished. Please listen to the directions now.

i Wait for students to finish listening to the directions and taking their headsets off.

SAY The questions on this test begin on screen Number 2. In a moment, you will put on your headsets and answer the questions on the Listening test. When you get to the end of the Listening test, you will see a review screen that will show you the questions you marked for review, illustrated by a blue flag. When you are finished with the test, you will select the [Submit] button, then select [Yes] to log out. Once you submit your answers, you will not be able to return to any of the questions in the Listening test. At this time, please select [Next] in the top left corner of your screen, put on your headsets, and begin the test. If you have any questions about the technology or the test delivery system, please raise your hand for assistance.

i When there are approximately 10 minutes left in the test session, give students a brief warning.

SAY In a few minutes we will need to end today's testing, but if you want to take the practice test again on another day, you can.

i After 10 minutes,

SAY This is the end of the Listening test. Thank you for your attention and hard work. Please select the [End test] button.

i Make sure that students select the [End test] button.

Test Administration Directions

To begin the test, follow the directions in the **How to Start a Test Session as a Guest** or the **How to Start a Practice Test Session Using the Same Procedures as the Operational Tests** portion of this document.

Note: Screen Number 1 contains recorded audio directions for the Reading section. Test content begins with screen Number 2.

When screen Number 1 comes up,

SAY This is the Reading section of the ELPAC test.

We are almost ready to begin. In this part of the test, you will read some texts. Then you will answer some questions about them. You need to answer all the questions that go with a text before going on to the next text.

SAY If you are unsure of an answer, provide the answer you think is best. If you would like to review your answer at a later time, click to mark the question for review before going on to the next question. You may go back and change the answer at any time during this test session.

SAY Look at screen Number 1. This screen contains the test directions. You will put on your headsets and listen to the directions, then take your headsets off when you are finished. Please listen to the directions now.

i Wait for students to finish listening to the directions and taking their headsets off.

SAY The questions on this test begin on screen Number 2. In a moment, you will put on your headsets and answer the questions on the Reading test. When you get to the end of the Reading test, you will see a review screen that will show you the questions you marked for review, illustrated by a blue flag. When you are finished with the test, you will select the [Submit] button, then select [Yes] to log out. Once you submit your answers, you will not be able to return to any of the questions in the Reading test. At this time, please select [Next] in the top left corner of your screen, put on your headsets, and begin the test. If you have any questions about the technology or the test delivery system, please raise your hand for assistance.

i When there are approximately 10 minutes left in the test session, give students a brief warning.

SAY In a few minutes we will need to end today's testing, but if you want to take the practice test again on another day, you can.

i After 10 minutes,

SAY This is the end of the Reading test. Thank you for your attention and hard work. Please select the [End test] button.

i Make sure that students select the [End test] button.

Test Administration Directions

To begin the test, follow the directions in the **How to Start a Test Session as a Guest** or the **How to Start a Practice Test Session Using the Same Procedures as the Operational Tests** portion of this document.

Note: Screen Number 1 contains recorded audio directions for the Writing section. Test content begins with screen Number 2.

When screen Number 1 comes up,

SAY This is the Writing section of the ELPAC test.

We are almost ready to begin. In this part of the test, you will hear some questions and answer them by typing responses in English.

SAY If you would like to review any of your responses at a later time, click to mark the question for review before going on to the next question. You may go back and change your response to the question at any time during this test session.

SAY Look at screen Number 1. This screen contains the test directions. You will put on your headsets and listen to the directions, then take your headsets off when you are finished. Please listen to the directions now.

i Wait for students to finish listening to the directions and taking their headsets off.

SAY The questions on this test begin on screen Number 2. In a moment, you will put on your headsets and answer the questions on the Writing test. When you get to the end of the Writing test, you will see a review screen that will show you the questions you marked for review, illustrated by a blue flag. When you are finished with the test, you will select the [Submit] button, then select [Yes] to log out. Once you submit your answers, you will not be able to return to any of the questions in the Writing test. At this time, please select [Next] in the top left corner of your screen, put on your headsets, and begin the test. If you have any questions about the technology or the test delivery system, please raise your hand for assistance.

i When there are approximately 10 minutes left in the test session, give students a brief warning.

SAY In a few minutes we will need to end today's testing, but if you want to take the practice test again on another day, you can.

i After 10 minutes,

SAY This is the end of the Writing test. Thank you for your attention and hard work. Please select the [End test] button.

i Make sure that students select the [End test] button.

—END—