
ELPAC

English Language Proficiency
Assessments for California



Listening and Reading: Directions for Administration



Training Test
Grade 2

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.

Table of Contents

About This <i>Directions for Administration</i> (DFA)	1
Administering a Training Test Session	2
How to Start a Test Session as a Guest	3
How to Start a Training Test Session Using the Same Procedures as the Operational Tests	6
Listening	10
Test Administration Directions	10
Reading	12
Test Administration Directions	12

Directions for Administration

About This *Directions for Administration (DFA)*

Introduction to the ELPAC Training Test Directions for Administration

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

The purpose of the ELPAC training tests is to familiarize students and test examiners with the testing interface, item types, and accessibility resources. There is an ELPAC training test available for each grade level/span.

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

Training 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 training 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 that is linked on the Manuals and Instructions web page at <http://elpac.org/test-administration/instructions/>.

Using This DFA

This DFA should be used to administer the Listening and Reading domains. The Speaking DFA should be used to administer the Speaking domain. For Kindergarten, Grade 1, and Grade 2, the Writing test is administered in a paper-based format. Please refer to the Writing practice test materials available on <https://www.elpac.org/resources/practicetests/>.

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 bolded text aloud to the student.
i	Information for the test examiner.

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

Directions for Administration (cont.)

Administering a Training Test Session

Testing Checklist

- If you are administering the training 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 training 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.
- Gather the following test materials:
 - The correct grade-level Listening and Reading DFA
 - Electronic device for the student to access the test
 - Pencils with erasers
 - Headsets and splitter for the test examiner and student (if preferred)

Directions for Administration (cont.)

How to Start a Test Session as a Guest

SAY

Today, you will take part of the ELPAC test. First I am going to sign you in.

- 1) Navigate to the ELPAC website (<https://www.elpac.org/>).
- 2) Select the [Practice & Training Tests] button.
- 3) Select the [Student Interface Practice and Training Tests] link to launch the Student Sign In screen on the student's testing device.
- 4) Select the [Sign In] button to log the student onto the test as a guest.

Please Sign In

Guest User
Toggle to sign in as yourself

Guest Session
Toggle to join an active session

[Run Diagnostics](#) Browser: Edge v17.17134

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

- 5) Select the appropriate grade from the drop-down menu.

Your Tests

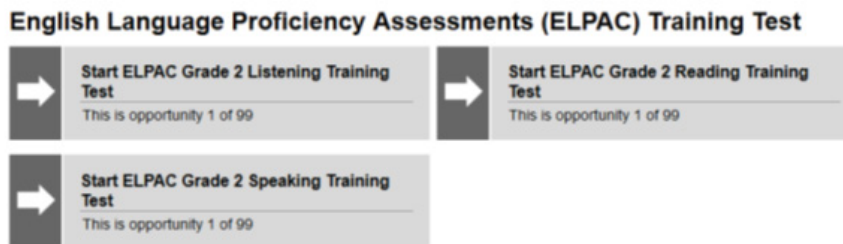
Select the test you need to take.

Grade:

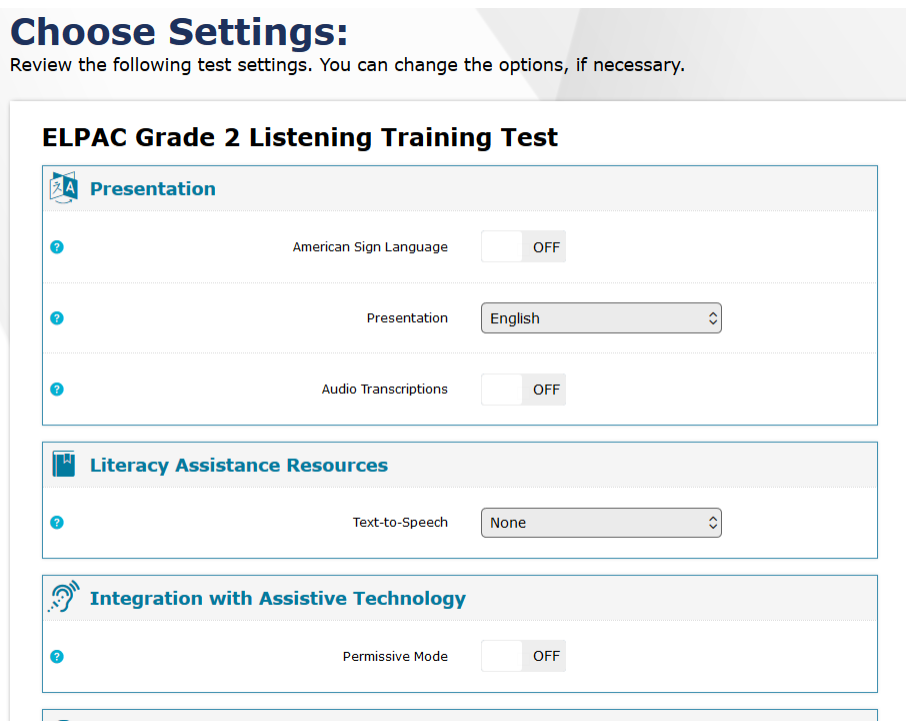
Please select a grade.

Directions for Administration (cont.)

6) On the test selection screen, select the appropriate ELPAC training test. ELPAC training tests are located at the bottom of the list and are color-coded dark grey.



7) You will see a Choose Settings screen:



8) Choose test settings as needed, then select the **[Select]** button.

Directions for Administration (cont.)

If headsets will be used,

SAY Please put your headset on.

i At this time, put your headset on, too.
Whether headsets are being used or not,


SAY I'm going to check that you can hear the sound.

i 9) Select the **[Play]** button. Check that the student can hear the music and see the moving musical notes. If so, select the **[I could play the video and sound]** button, then **[Continue]** to proceed. If the video and audio did not play correctly, click **[I could not play the video or sound]**, check your device's settings and try again.

Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Sound and Video Playback Check



Make sure audio playback is working.

Make sure video and audio playback are working. To play the sample video and sound, press the play button.

Next Step:

If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

I could play the video and sound **I could not play the video or sound**

10) Select **[Begin test now]** at the bottom of the page.

SAY We are going to start the test now. Listen to the directions.

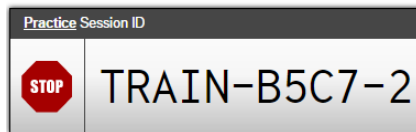
i For the Listening test, turn to page 10.
For the Reading test, turn to page 12.

Directions for Administration (cont.)

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

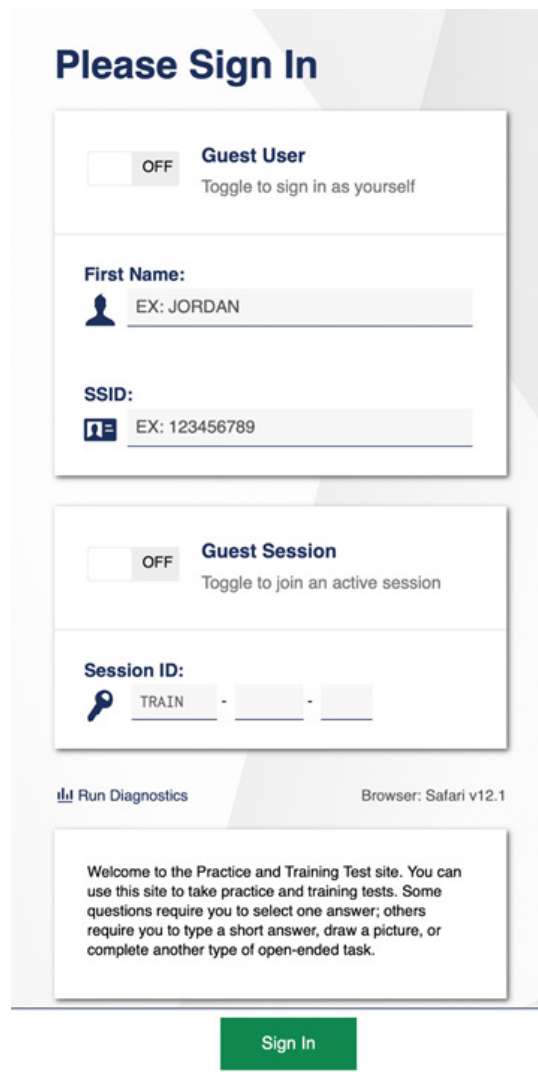
SAY Today, you will take part of the ELPAC test. First I am going to sign you in.

- 1) Launch a supported web browser on your device and access the ELPAC website (<https://www.elpac.org/>).
- 2) Select the [**Practice & Training Tests**] button.
- 3) Select the [**Test Administrator and Test Examiner Practice and Training Site**] to log on to the **Test Administrator Interface** for the training test.
- 4) Log on to the **Test Administrator Interface** using your TOMS username (your email address) and password.
- 5) Select the training 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**.



- 8) Launch the secure browser on the student's testing device or select the [**Student Interface Practice and Training Tests**] link from the Practice and Training Tests tab on elpac.org.
- 9) Toggle the blue **Guest User** and **Guest Session** button to [**OFF**], and log the student on.
 - In the *First Name* field, enter the student's first name as it appears in the California Longitudinal Pupil Achievement Data System.
 - In the *SSID* field, enter the student's 10-digit Statewide Student Identifier.
 - In the *Session ID* field, enter the Session ID generated from the **Test Administrator Interface**.

Directions for Administration (cont.)



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

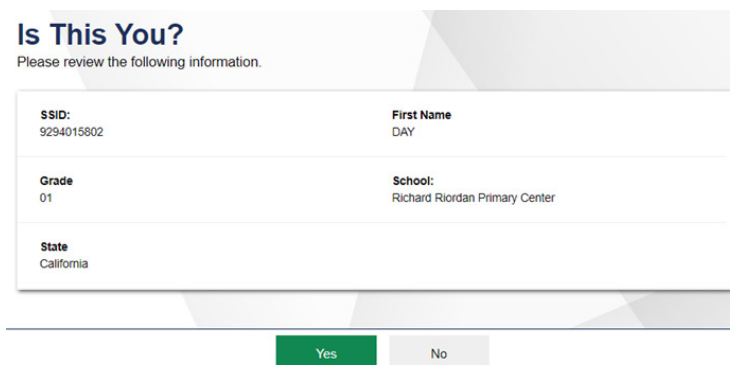
Session ID:
TRAIN - -

[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

- 10) Verify the student information is correct on the *Is This You?* screen. Select **[Yes]** to continue. (Select **[No]** if the student information is not correct. Notify your ELPAC coordinator if it is not.)



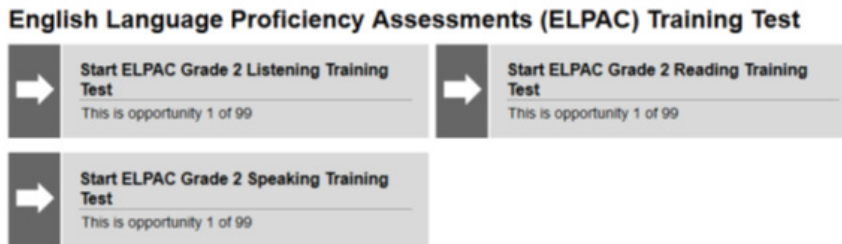
Is This You?
Please review the following information.

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

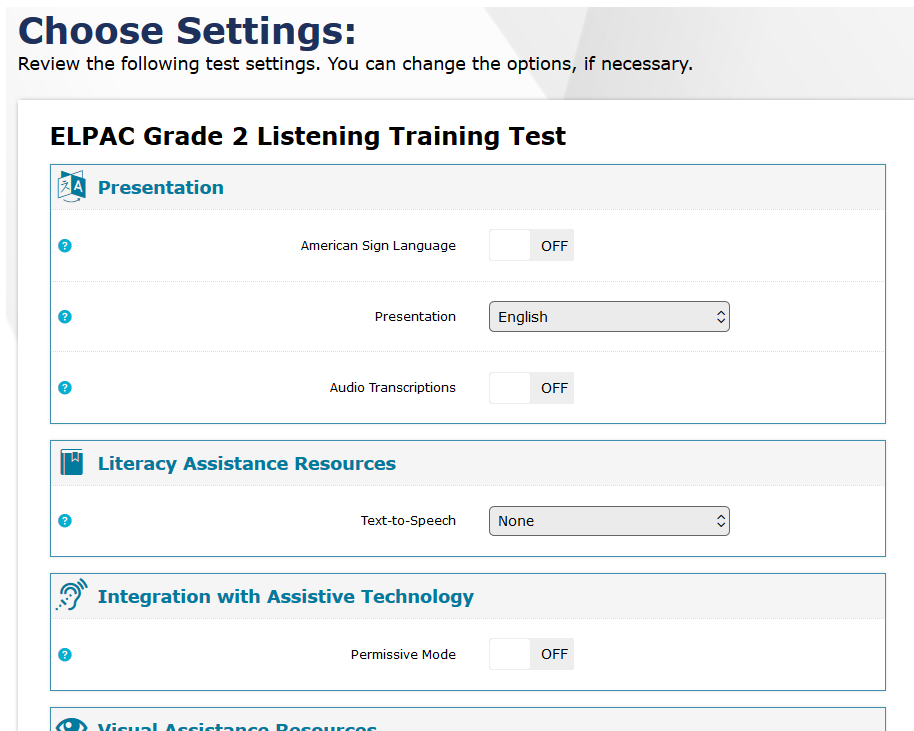
Yes **No**

Directions for Administration (cont.)

- 11) On the test selection screen, select the appropriate ELPAC training test. ELPAC training tests are located at the bottom of the list and are color-coded dark grey.



- 12) Go back to your test examiner device and in the Test Administrator Interface approve the student to test.
- 13) Verify you have selected the correct test and test settings for the student by selecting the **[Approvals]** button.
- 14) Go back to the student testing device and administer the assessment using the script that starts in the next section of this DFA.
- 15) Choose test settings as needed, then select the **[Select]** button. You will see this screen:



Directions for Administration (cont.)

If headsets will be used,

SAY Please put your headset on.

i At this time, put your headset on, too.

Whether headsets are being used or not,

SAY I'm going to check that you can hear the sound.

i 16) Select the **[Play]** button. Check that the student can hear the music and see the moving musical notes. If so, select the **[I could play the video and sound]** button, then **[Continue]** to proceed. If the video and audio did not play correctly, click **[I could not play the video or sound]**, check your device's settings and try again.


Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

Sound and Video Playback Check

Make sure audio playback is working.

Make sure video and audio playback are working. To play the sample video and sound, press the play button.



Next Step:
If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

I could play the video and sound **I could not play the video or sound**

17) Select **[Begin test now]** at the bottom of the page.

SAY We are going to start the test now. Listen to the directions.

i For the Listening test, turn to page 10.

For the Reading test, turn to page 12.

Test Administration Directions

SPECIAL DIRECTIONS FOR LISTENING

1. Once the student is logged on, if the student seems able to navigate the test content independently, your role will be to remain near the student, monitoring the student's navigation of the test and answering any test navigation questions that come up. If you judge that the student is not easily able to navigate the test content independently, you may navigate for the student and enter the answer choices that the student indicates.
2. If you are navigating for the student and the student does not respond to a question, reprompt, **"What do you think is the best answer? You need to choose an answer to continue."** If the student still does not answer, reprompt, **"Please choose the best answer. If you do not choose an answer, you will not see the other questions."** If the student still does not answer, discontinue the test by selecting [Pause].
3. If headsets are going to be used for the administration of the Listening test, the student and test examiner may point to questions and answer choices at the appropriate time as the test audio plays.

To begin the test, follow the directions in the **How to Start a Training Test Session Using the Same Procedures as the Operational Tests** portion of this document or the **How to Start a Test Session as a Guest** 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. In this part of the test, you will listen carefully. Then you will answer some questions. First, listen to the directions.**

i Either you or the student may play the directions, then select [Next] to advance to screen Number 2.

Administer the Listening domain. To begin playing the audio for each conversation, story, or information, either you or the student may select the audio player button on the screen. Then, either you or the student may select the audio button on the screen for each question.

Remain near the student, monitoring the student's navigation of the test and answering any test navigation questions that come up. If the student seems to be struggling to navigate the test, you may navigate for the student and enter the answer choices that the student indicates.

After the student responds to the last question,

SAY

This is the end of the Listening test. Thank you for your attention and hard work.

i DIRECTIONS FOR ENDING A TEST

- Select [**End test**] represented by a red square.
- Select [**Yes**] to continue.
- Select [**Submit test**].
- Select [**Yes**] to submit.

Test Administration Directions

SPECIAL DIRECTIONS FOR READING

1. Once the student is logged on, if the student seems able to navigate the test content independently, your role will be to remain near the student, monitoring the student's navigation of the test and answering any test navigation questions that come up. If you judge that the student is not easily able to navigate the test content independently, you may navigate for the student and enter the answer choices that the student indicates.
2. If you are navigating for the student and the student does not respond to a question, reprompt, **"What do you think is the best answer? You need to choose an answer to continue."** If the student still does not answer, reprompt, **"Please choose the best answer. If you do not choose an answer, you will not see the other questions."** If the student still does not answer, discontinue the test by selecting **[Pause]**.

To begin the test, follow the directions in the **How to Start a Training Test Session Using the Same Procedures as the Operational Tests** portion of this document or the **How to Start a Test Session as a Guest** 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, read the text on the screen aloud to the student.

Either you or the student may select **[Next]** to advance to screen Number 2.

Remain near the student, monitoring the student's navigation of the test and answering any test navigation questions that come up. If the student seems to be struggling to navigate the test, you may navigate for the student and enter the answer choices that the student indicates.

After the student responds to the last question,

SAY **This is the end of the Reading test. Thank you for your attention and hard work.**

i DIRECTIONS FOR ENDING A TEST

- Select **[End test]** represented by a red square.
- Select **[Yes]** to continue.
- Select **[Submit test]**.
- Select **[Yes]** to submit.

—END—