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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Monday, March 9, 2020 8:07 AM  
**To:**  
**Subject:** Important Tips for the Computer-based Summative ELPAC



Dear LEA ELPAC Coordinator or ELPAC Site Coordinator:

This email includes helpful reminders about online testing and may be used as a template for communicating information about online testing to English Language Proficiency Assessments for California (ELPAC) test examiners.

## New to Online Testing?

The 2019–2020 computer-based Summative ELPAC administration is now underway and closes May 31, 2020. The ELPAC Writing domain assessment for students in kindergarten through grade two (K–2), while considered part of the computer-based ELPAC, remain as paper-pencil tests.

## Preparing Students

### Online Practice and Training Tests

- The [Online Practice and Training Tests](#) help familiarize teachers and students with the online test delivery system. Practice tests assess some of the standards that are included in the operational assessments. Training tests provide students the opportunity to experiment with various features available in an online test.
- The [How to Use Online Training and Practice Tests](#) video takes users through the test delivery system for students and the Test Administrator Interface for educators.
- Quick Reference Guides on how to start training and practice tests are available for test examiners on the [Manuals, Instructions, and Quick Reference Guides](#) web page.
- Students can practice logging on to a [secure browser](#) with their name and Statewide Student Identifier. Accessing the practice test using the [secure browser](#) also can help reduce test anxiety and preparation time during testing. Make sure student devices have the updated [secure browser](#) before students begin practicing with it.

- Educators must use the *Directions for Administration (DFAs)* for the practice or training tests alongside the student taking a practice or training test. *DFAs* and scoring guides are available on the [Practice and Training Test Resources](#) web page.

## Technology Readiness Checker for Students

- Use the optional [Technology Readiness Checker for Students \(TRCS\)](#). The TRCS is an engaging, game-like tool that allows students the opportunity to navigate through a variety of screens and create a storyboard. The movements the students use while navigating through the TRCS are similar to the movements used in a computer-based assessment. The TRCS is not an assessment, does not provide scores, and is entirely optional. For more information, review the [How to Use the Technology Readiness Checker for Students](#) and the [Technology Readiness Checker for Students Support Guidelines](#) web documents.

## Use the [Test Operations Management System \(TOMS\)](#)

- All ELPAC users should log on to [TOMS](#) to ensure they have access to the testing systems and sign the *Test Security Affidavit* within TOMS. Non-TOMS users who will have access to test materials will need to sign the [ELPAC Test Security Affidavit for Non-TOMS Users](#) instead.
- ELPAC users can verify student demographics, test assignments, and test settings in the Student Profile screen in TOMS prior to student testing.

## Administer the Computer-based Summative ELPAC

- Two devices are needed for successful administration: one for the test examiner and one for the student. Test examiners should ensure the testing location (i.e., classroom) is quiet and free of related instructional materials. All student electronic devices that are not used for testing or allowed as a medical support should be turned off and removed.
- **Please note that the audio files in [TOMS](#) are to be used only with the paper-pencil Summative ELPAC.** If administering the computer-based Summative ELPAC, the audio files for the Listening and Speaking domains are accessed by the student through the test delivery system. Special requests for the paper-pencil Summative ELPAC are available only for students with an individualized education plan (IEP) or Section 504 plan or for LEAs that have received approval to administer paper-pencil assessments.

## Test Examiner Resources

What follows are some of the testing resources available to the test examiner prior to and during administration of the computer-based Summative ELPAC:

- [Test Administrator Interface open on the test examiner device](#)—This is the application in which test examiners will verify student test settings and create a test session. Test examiners should view the [Starting and Stopping a Test Session](#) video for more guidance.

- **Digital *DFA*s corresponding to the LEA’s forms assignment**—*DFA*s are downloadable in [TOMS](#). These may also be securely printed locally—***do not*** distribute electronically.
- [How to Start a Test Session quick reference guide](#)—The test examiner can follow the instructions in this PDF when starting a test session.
- [Data Entry Interface \(DEI\) open on the test examiner device \(if administering the Speaking domain\)](#)—Test examiners can enter student scores into the [DEI](#) in real time. (Optionally, test examiners can mark student scores on a student score sheet, found in the *DFA*, and input the responses at a later time.) Test examiners should view the [How to Enter Student Responses into the Data Entry Interface \(DEI\)](#) video tutorial and the [2019–20 Summative ELPAC Data Entry Interface User Guide for Computer-based Testing](#) for more guidance.

## Student Testing Needs

What follows are some of the student testing needs for administration of the computer-based Summative ELPAC:

- Student device with the updated [secure browser](#) installed and no other applications open
- [Secure browser](#) with the test delivery system open and the correct test session ready
- Headphones
  - Listening—only for grades three through twelve
  - Speaking—not required, as this is a one-on-one administration
  - Reading—only for the audio check during logon for grades three through twelve
  - Writing—only for grades three through twelve

ELPAC site coordinators should direct questions about the 2019–2020 Summative ELPAC administration to their LEA ELPAC coordinator. LEA ELPAC coordinators can direct questions to the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
 Educational Testing Service  
 Phone: 800-955-2954  
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