



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

**TITLE:** 2019-20 Training Requirements for Test Examiners of the Computer-Based Summative English Language Proficiency Assessments for California (ELPAC)

**NUMBER:** MEM 043983.2

**ISSUER:** Alison Yoshimoto-Towery, Chief Academic Officer  
 Division of Instruction

Lydia Acosta Stephens, Executive Director  
 Multilingual and Multicultural Education Department

**DATE:** February 7, 2020

**ROUTING**  
 Local District Superintendents  
 Administrators of Instruction  
 Principal Supervisors  
 Principals  
 Assistant Principals  
 EL Programs Staff  
 EL Designees  
 TSP Advisors  
 Testing Coordinators  
 UTLA Chapter Chairs

**PURPOSE:** The purpose of this Memorandum is to outline the test training requirements for the computer-based 2019-20 Summative ELPAC test examiners and provide guidelines for completing the online *2019-20 Summative English Language Proficiency Assessments for California Training for Test Examiners*.

This Memorandum replaces MEM-043983.1, *2018-19 Training Requirements for Test Examiners*, dated December 14, 2018 and includes the following updates:

- Transition to the computer-based Summative ELPAC
- Updated training requirements for site ELPAC Coordinators, school site English Learner (EL) Designees, and ELPAC Test Examiners
- New ELPAC administration requirements

State and federal law require that local educational agencies administer a state test of English language proficiency to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as “transitional kindergarten or expanded transitional kindergarten”) through grade twelve (ages 3-21). The ELPAC is the required state test for English language proficiency (ELP) that must be administered to students identified as English Learners.

The ELPAC is aligned with California’s 2012 English Language Development Standards and is comprised of two separate ELP assessments:

1. Initial Assessment (IA)
  - To identify students who are ELs or are Initial Fluent English Proficient (IFEP)
2. Summative Assessment (SA)
  - To determine the English Language Proficiency of EL students
  - To assess the progress of ELs in acquiring the skills of listening speaking,



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reading, and writing in English

This memorandum focuses on the online Summative ELPAC assessment.

### **I. ADMINISTRATION REQUIREMENTS FOR THE ELPAC**

In order to maximize the students' performance, certificated staff will administer the computer-based Summative ELPAC as follows:

- Elementary Schools:

For one-on-one administration: Students are to be tested by their assigned classroom teacher, a classroom teacher at the grade level, or certificated out-of-classroom support staff with familiarity with the students.

For group administration: Students can be tested by any trained certificated classroom teacher or certificated out-of-classroom support staff.

- Secondary Schools:

One-to-one administration: Students are to be tested by their ELD/LTEL teacher, grade-level ELA teacher or certificated out-of-classroom support staff with the same level of familiarity with the students.

For group administration: Students can be tested by any trained certificated classroom teacher or certificated out-of-classroom support staff.

Paraprofessionals may proctor the test but may not administer the ELPAC assessment to students.

### **II. TRAINING REQUIREMENTS FOR ELPAC COORDINATORS**

Site ELPAC Coordinators will be trained on the facilitation of the 2019-20 Summative ELPAC training by Local District English Learner staff. All ELPAC Coordinators need to have been trained on the Initial ELPAC as a prerequisite to being trained on the Summative ELPAC Training.

Prior to beginning the 2019-20 Summative ELPAC training or handling any assessment materials, all ELPAC Coordinators, teachers and staff administering the ELPAC at the school site must read, agree to, and sign the English Language Proficiency Assessments for California 2019-20 Summative ELPAC Test Security Affidavit.

All test examiners must be certified in the *2019-20 Summative ELPAC Administration and Scoring Training for Test Examiners* before administering and scoring the Summative ELPAC. Site ELPAC Coordinators must ensure that all test examiners have completed the required training components. In



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addition, ELPAC Coordinators must collect and maintain training documentation for five years (agenda, sign-in sheets, affidavits, certificates, and any other related documents).

### III. TRAINING REQUIREMENTS FOR ELPAC TEST EXAMINERS

Site ELPAC Coordinators are to use the computer-based 2019-20 *Summative ELPAC Administration and Scoring Training for Test Examiners* presentation to facilitate a whole group face-to-face training with ELPAC test examiners at the school site. This presentation is approximately three hours in length.

The computer-based 2019-20 *Summative ELPAC Administration and Scoring Training for Test Examiners* focuses on the accurate scoring of the speaking domain section of the ELPAC. Participants will take part in the face-to-face training facilitated by the ELPAC Coordinator consisting of administration videos and several ELPAC scoring exercises designed to produce consistent ELPAC scoring across the district and to prevent potential testing irregularities.

A Certificate of Completion is to be provided to examiners once they complete the computer-based 2019-20 Summative ELPAC training. The ELPAC Coordinator will need to maintain a copy of the training certificate as well as the training agenda, sign-in sheets, and signed security affidavits as evidence of the completion of the 2019-20 ELPAC Summative training by test examiners.

### IV. TESTING WINDOW

The administration of the 2019-20 Summative ELPAC assessment must occur within the testing window.

- For all students, the testing window for the Summative ELPAC assessment opens on February 3, 2020 and ends on April 30, 2020.
- New eligible students who enroll at the school after April 30, 2020 must be tested by May 29, 2019.

#### RELATED RESOURCES:

California Education Code, Section 313

Title 5, California Code of Regulations, Section 11518.15

Information on the 2019-20 ELPAC is available at <https://www.elpac.org/>

*2019-20 Summative ELPAC Administration Instructions*

*REF-060501, 2019-20 Summative English Language Proficiency Assessments for*



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**ASSISTANCE:** For assistance or further information, please contact your Local District English Learner Programs Coordinator or the Multilingual and Multicultural Education Department at (213) 241-5582.