

TITLE: 2023-24 Initial English Language Proficiency Assessments for California (ELPAC) and Alternate ELPAC Training and Security Requirements for Principals, Coordinators, and Support Staff

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ROUTING
Region
Administration
Principals
Assistant
Principals
Region MMAL
Administrators
Testing
Coordinators
Site ELPAC
Coordinators
EL Designees

PURPOSE: The purpose of this Reference Guide is to outline the 2023-24 Initial ELPAC and Initial Alternate ELPAC Training and Security Requirements for Principals, Site ELPAC Coordinators, ELPAC Test Examiners (TE), ELPAC Proctors, and support staff.

MAJOR CHANGES:

- The state plans to release ELPAC Interim Assessments in September 2023. Some users will need an Interim Assessment Only role in TOMS to be able to administer ELPAC Interim Assessments.
- Other District publications may use the term Emerging Bilinguals (EBs) when referring to English Learners (ELs). The term EL is used in this policy document because it addresses State requirements and platforms that use the term EL.

BACKGROUND: State and federal laws require that local educational agencies (LEAs) administer a state test of English Language Proficiency (ELP) to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as “Universal Transitional Kindergarten” through grade twelve.

The ELPAC is aligned with California’s 2012 English Language Development Standards. It consists of two separate ELP assessments:

1. The Initial ELPAC is used to identify a student as either an English Learner (EL), who needs support to learn English, or as proficient in English.
2. The Summative ELPAC is used to measure the progress of ELs. The results help the school and district determine if the student is ready to be reclassified as proficient in

English. ELs take the Summative ELPAC every spring until reclassified.

Alternate ELPAC – Eligible students with the most significant cognitive disabilities will be administered the Initial Alternate ELPAC or the Summative Alternate ELPAC. In order to designate an alternate assessment, Individualized Education Program (IEP) teams must review the guidance from the CDE to determine if the Alternate ELPAC (Initial and Summative) would be the most appropriate assessment for the student. Alternate Assessment IEP Team Guidance is available at <https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp>.

After an IEP team determines that a student will take the Alternate ELPAC, the Site ELPAC Coordinator is required to assign the Initial Alternate ELPAC and/or the Summative Alternate ELPAC in Test Operations Management System (TOMS).

INSTRUCTIONS: The Initial ELPAC consists of four domains: Listening, Speaking, Reading and Writing. Each domain has to be administered by trained TEs. For information on who may serve as a TE, refer to REF-143307: *2023-24 Training Requirements for the Initial ELPAC and Initial Alternate ELPAC*, to be released by the Multicultural and Multilingual Education Department (MMED) summer 2023.

Before gaining access to secure Initial ELPAC materials and online platforms, Site ELPAC Coordinators and TEs must complete the security, administration, and calibration requirements indicated in this document. Proctors do not need access to online platforms. However, because they will be in a testing room and have access to secure ELPAC materials, proctors must complete the security requirements indicated in this document.

Principals are also required to complete security requirements. After completing the security requirements, Principals are given access to view Interim Assessments and to the California Educator Reporting System (CERS) to view scores. With these accounts, Principals may not administer assessments. Principals who wish to administer ELPAC Interim Assessments, Initial ELPAC, and/or Summative ELPAC must complete the complete

security, administration, and calibration training for each assessment.

I. ONLINE PLATFORMS

Principals, Site ELPAC Coordinators, TEs, and Proctors complete their respective requirements in one or more of the following online platforms:

- Principals' Portal
- My Professional Learning Network (MyPLN)
- Student Testing Branch Portal (STB Portal)
- Test Operations Management System (TOMS)
- Moodle Training Site (Moodle)

The Principals' Portal, MyPLN and STB Portal are District online platforms and users access these platforms using their LAUSD single Sign-on (SSO).

A. TEST OPERATIONS MANAGEMENT SYSTEM (TOMS)

TOMS is a secure platform that allows ELPAC users to perform several tasks for the ELPAC program based on their assigned role. ELPAC TOMS and California Assessment of Student Performance and Progress (CAASPP) TOMS are integrated into a single platform. Site ELPAC Coordinators and TEs with access to CAASPP TOMS and ELPAC TOMS use a single username and password and are able to switch between the two testing programs.

Access to TOMS is assigned on a yearly basis. When TOMS transitions to a new school year, all previous year's ELPAC TOMS accounts are deactivated. The Student Testing Branch (STB) will create 2023-24 TOMS accounts for Site ELPAC Coordinators after the Principal and Site ELPAC Coordinator complete their respective requirements as indicated in this document. In turn, the Site ELPAC Coordinator will create 2023-24 TE TOMS accounts after TEs complete all their requirements.

Although the Initial ELPAC has transitioned to an online format, trained school staff are still responsible for scoring and documenting the students' responses for the Speaking and Writing domains. This section describes the process

and the platforms used to administer and score each domain:

- a. Data Entry Interface (DEI)
 - i. Speaking Domain – Grades K-12: The Speaking domain for all grades is scored locally and in-the-moment on the Student Score Sheet by a fully trained TEs. After administering the test, the TE will immediately enter the scores from the Student Score Sheet into the DEI from the Student Score Sheet.
 - ii. Writing Domain – Grades K-2: The Writing domain responses for individual students are documented in the K-2 Writing Answer Book. The tests are scored by trained TEs using the rubrics provided in the Directions for Administration (DFA). After scoring is completed, the TE enters K-2 Writing Domain scores into the DEI.
- b. Teacher Hand Scoring System (THSS) – Grades 3-12: Students take the Writing domain in the Student Testing Interface using a secure browser. After all responses are submitted, the tests are scored by trained TEs using the rubrics provided in the THSS.
- c. Test Delivery System (TDS) –Grades K-12: The Listening and Reading domain responses are scored by the TDS after the test is submitted. For grades K-2, the trained TE logs into the test and enters the responses for each student using the secure browser. For grades 3-12, each student logs into the test using the secure browser and enters their own responses individually and independently.

B. MOODLE TRAINING SITE

Moodle allows teachers and administrators to access trainings for CAASPP and ELPAC. Site ELPAC Coordinators and TEs complete their calibration trainings in Moodle. STB grants the Site ELPAC Coordinator

access to Moodle after the Principal has designated the coordinator in Principal's Portal and the Site ELPAC Coordinator has completed the security requirements. In turn, the Site ELPAC Coordinator grants TEs access to Moodle after TEs have completed their security requirements.

II. INITIAL ELPAC AND INITIAL ALTERNATE ELPAC REQUIREMENTS

The Principal, Site ELPAC Coordinator, TEs, and Proctors must complete their respective requirements as indicated in this document before receiving access to secure materials and administering or supporting the administration of ELPAC to students as required by their role.

The requirements indicated for Principals and Site Coordinators satisfy the requirements for the Initial ELPAC and the Initial Alternate ELPAC. The requirements for TEs are based on the test(s) they will administer (Initial ELPAC and/or Initial Alternate ELPAC).

The Site ELPAC Coordinator and Principal must complete the requirements indicated below before 2023-24 K-2 Writing Answer Books are released to the school and before TOMS roles are created for managing and administering testing at the school.

A. Principals Requirements

Principals must complete the following two requirements in the Principals Portal by Friday, July 28, 2023. Principals who do not have access to the Principals' Portal should contact the STB Help Desk at 213-241-4104. The [Principals' Portal Security Forms and Designation of Coordinators Quick Guide](#) provides instructions for principals to complete the requirements below.

2023-24 Principal Requirements for the ELPAC

1. Electronically sign the 2023-24 ELPAC Test Security Agreement and Affidavit in the Principals' Portal.
2. Designate a Site ELPAC Coordinator in the Principals' Portal.

Principals who wish to administer the Initial ELPAC or the Initial Alternate ELPAC to students must complete the TE requirements as indicated in the ELPAC Test Examiner Requirements section of this document.

A principal who serves as the Site ELPAC Coordinator at the school must designate himself/herself in the Principals' Portal and complete all Site ELPAC Coordinator requirements indicated in the next section.

B. Site ELPAC Coordinator Requirements

The Site ELPAC Coordinator is responsible for managing ELPAC testing and all ELPAC related activities at the school. The Site ELPAC Coordinator must ensure that all eligible students are tested following state and district administration and security protocols. State Initial ELPAC administration and security procedures are outlined in the [2023-2024 Initial ELPAC Online Test Administration Manual](#). District test administration and security procedures are outlined in the *2023-24 Initial ELPAC Administration Instructions*. The Administration Instructions will be posted on the STB website before the Initial ELPAC window opens.

2023-24 Site ELPAC Coordinator Requirements for the Initial ELPAC:

1. 2023-24 ELPAC Security Forms Coordinator Requirements Curriculum
 - a. 2023-24 ELPAC Security Forms Coordinator Training (MyPLN)
 - b. 2023-24 ELPAC Security Affidavit and Agreement (Electronically certify in STB Portal via MyPLN. Due to new IT security protocols, this requirement must be completed while the user is in the LAUSD network)
2. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training (Via Zoom - Facilitated by STB)
3. 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration (Via Moodle training platform-facilitated)

- by MMED) – The Site ELPAC Coordinator must complete training for the grade span for the school.
4. 2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification (Moodle)

IMPORTANT: The previous school year's Summative Alternate ELPAC requirement satisfies the requirements for the current year's Initial Alternate ELPAC. Therefore, Site ELPAC Coordinators and TEs who completed the 2022-23 Summative Alternate ELPAC Test Examiner Certification last year do not have to complete the requirement again for the administration of the 2023-24 Initial Alternate ELPAC. However, because newly assigned Site ELPAC Coordinators and TEs may not have completed the 2022-23 certification, they will be required to complete the 2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification.

When the Principal designates the Site ELPAC Coordinator in the Principals' Portal, the Site ELPAC Coordinator will be automatically enrolled in the 2023-24 ELPAC Security Forms Coordinator Requirement Curriculum in MyPLN which includes requirements 1a and 1b indicated above. Requirements 1a and 1b must be completed in MyPLN before the Site ELPAC Coordinator participates in the 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training facilitated by STB (Requirement 2) or the 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration (Via Moodle training platform). To avoid accessing issues, Site ELPAC Coordinators should plan to complete requirement 1 at least 3 days before the rest of the trainings. Note that requirements 2, 3 and 4 do not have to be completed in a specific order.

After being designated as the Site ELPAC Coordinator in the Principals' Portal for the 2023-24 school year and completing the 2023-24 ELPAC Security Forms Coordinator Requirement curriculum, the Site ELPAC Coordinator will be issued a Moodle account. Staff members who already have a Moodle account from a previous administration will not be issued a new Moodle account. Instead they will access Moodle using the same

credentials as in previous years. If the user needs to reset his/her password, go to the Moodle site (<https://moodle.caaspp-elpac.org/login/index.php>) and select *Forgot Password?*, look for the *Search by email address* field and enter their LAUSD email address.

The Site ELPAC Coordinator will need a Moodle key to enroll in the 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration or the 2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification course. Moodle keys are secure and specific to each school and certification course. The Moodle keys for both courses are available in the STB Portal. Access to the Moodle keys in the STB Portal is granted only to the designated site ELPAC Coordinator after the Principal and Site ELPAC Coordinator complete their respective Security Forms requirements.

The Site ELPAC Coordinator will provide the Moodle key(s) to test examiners after they complete the requirements described in the next section.

STB will assign a coordinator role in TOMS to the Site ELPAC Coordinator only after the principal completes requirements 1 and 2 described in the Principal Requirements section and the Site ELPAC Coordinator completes requirements 1- 4 above. The Site ELPAC Coordinator will need this level of access in TOMS to create and manage TOMS accounts for Test Examiners who have completed all their requirements.

C. Test Examiner Requirements

TEs must be employees of the school district. Student teachers may not serve as a Test Examiner or Proctor. TEs ensure the proper administration of all assessments, follow testing procedures, and maintain the security of all test materials before, during, and after administering each test.

TEs must complete administration and security requirements as well as calibration requirements. Administration and security requirements are addressed in this document. TE Calibration requirements and

guidelines are published by MMED in the REF-143307: *2023-24 Training Requirements for the Initial ELPAC and Initial Alternate ELPAC*, to be released MMED in summer 2023.

2023-24 Test Examiner Requirements for **Initial ELPAC**

1. 2023-24 ELPAC Security Form TE and Proctor Requirements Curriculum
 - a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
 - b. 2023-24 ELPAC Security Affidavit (Electronically certify in STB Portal via MyPLN. Due to new IT security protocols, this requirement must be completed while the user is in the LAUSD network)
2. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training (facilitated by the Site ELPAC Coordinator)
3. 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration (Moodle)

2023-24 Test Examiner Requirements for **Initial Alternate ELPAC**

1. 2023-24 ELPAC Security Form TE and Proctor Requirements. This curriculum in MyPLN includes the following:
 - a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
 - b. 2023-24 ELPAC Security Affidavit (Electronically certify in STB Portal via MyPLN. Due to new IT security protocols, this requirement must be completed while the user is in the LAUSD network)
2. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training (facilitated by the Site ELPAC Coordinator at the school)
3. 2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification (Moodle)

Test Examiners who administer the Initial ELPAC and the Initial Alternate ELPAC are required to complete the requirements for both tests. However, because requirements 1 and 2 are the same for both testing programs, Test Examiners are required to complete the requirements only one time.

Test Examiners will self-enroll in the 2023-24 ELPAC Security Form TE and Proctor Requirements curriculum in MyPLN. Requirement 2 is facilitated by the Site ELPAC Coordinator at the school and requirement 3 is completed on the Moodle training site.

TEs need a Moodle account to access the Initial ELPAC Calibration training. TEs who have a Moodle account from a previous administration will not be assigned a new Moodle account. They will access Moodle using the same credentials as in previous years. If the user needs to reset his/her password, go to the Moodle site (<https://moodle.caaspp-elpac.org/login/index.php>) and select *Forgot Password?*, look for the *Search by email address* field and enter their LAUSD email address .

For staff members who don't have a Moodle account, STB will request a Moodle account after the Site ELPAC Coordinator designates them as a TE in the STB Portal. TEs must be designated at least 2 business days before they are expected to access the Initial ELPAC calibration training on the Moodle training site.

TEs will also need a Moodle key to enroll in the Moodle courses. The Site ELPAC Coordinator has access to the Moodle Key for the school in the STB Portal. Before sharing the Moodle key with TEs, the Site ELPAC Coordinator must confirm in the STB Portal that the TE has completed the 2023-24 ELPAC Security Form TE and Proctor Requirements Curriculum.

The Site ELPAC Coordinator is responsible for confirming in the STB Portal that TEs have complete requirements 1-3 above before creating a TOMS account. (STB will delete TOMS accounts created for any TE who is missing

requirements.) After confirming completion of requirements, the Site ELPAC Coordinator will create an *ELPAC Test Examiner* role in TOMS to enable the TE to administer, monitor, and manage the administration of Initial ELPAC assessments.

D. ELPAC Proctor Requirements

Proctors must be employees of the school district. Student teachers may not serve as a proctor or have access to ELPAC materials. Proctors assist Test Examiners during group administration of more than 10 students in grade two (Writing Domain only) and 20 students in grades three through twelve (all domains except Speaking). Proctors are required to complete the requirements listed below. Since proctors do not administer Initial ELPAC assessments, they do not need to complete the calibration training or a TOMS account.

Proctors self-enroll in the 2023-24 ELPAC Security Form TE and Proctor Requirements Curriculum in MyPLN. There are two separate requirements as indicated below. Requirement 2 is completed outside of the curriculum and is facilitated by the Site ELPAC Coordinator at the school.

1. 2023-24 ELPAC Security Form TE and Proctor Requirement Curriculum (MyPLN)
 - a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
 - b. 2023-24 ELPAC Security Affidavit (Electronically certify in STB Portal via MyPLN. Due to new IT security protocols, this requirement must be completed while the user is in the LAUSD network)
2. 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training (facilitated by the Site ELPAC Coordinator)

III. DELIVERY OF K-2 WRITING MATERIALS TO SCHOOLS

STB will release 2023-24 K-2 Writing materials to schools when the Principal and Site ELPAC Coordinator complete their respective requirements. The timeline and details about the delivery of materials will be announced in a STB Testing

Update. Note that all dates and requirements contained in this document are subject to change based on the availability of materials and changes in ELPAC regulations and/or test vendor guidelines.

IV. ELPAC SECURITY AUDITS

The District and State conduct audits for CAASPP and ELPAC every year. It is critical that ELPAC and CAASPP coordinators keep accurate records demonstrating compliance with district and state requirements. It is recommended that schools keep all their documentation together in a testing binder.

For State audits, the ELPAC test vendor, Educational Testing Services (ETS), sends professional auditors to monitor randomly selected schools before, during and after the ELPAC administration. The auditor will visit the school and interview the CAASPP and ELPAC Coordinators to establish adherence to CAASPP and ELPAC guidelines, inventory K-2 Writing Answer books and evaluate the storage facilities where secure test materials and student logon credentials are kept when not in use. Auditors may also evaluate testing rooms and observe test administration.

For auditing purposes, Site ELPAC Coordinators are required to maintain evidence of the completion of the 2023-24 Initial ELPAC and Initial Alternate ELPAC requirements in Moodle and the 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training for Test Examiners and Proctors. Schools may be asked for copies of the agenda and sign-in rosters. Copies of these documents must be filed at the school site for 24 months. Copies must also be uploaded to the STB Portal on a yearly basis.

V. ELPAC INTERIM ASSESSMENTS

The CDE will be releasing ELPAC Interim Assessments in September 2023. Interim assessments provide teachers and administrators with data they can use to support teaching and learning. In addition, interim assessments provide meaningful information for gauging student progress toward mastery of the skills measured by the summative assessments.

ELPAC Interim Assessments will be administered through the same platforms as the Smarter Balanced Interim Assessments, CAASPP and ELPAC Assessments.

Kindergarten, grade one, grade two, grades three through five, grades six through eight, grades nine through ten, and grades eleven through twelve will each have four interim assessments, one in each domain—Listening, Speaking, Reading, and Writing. The CDE plans to release additional interim assessments for the 2024–25 school year.

The Site ELPAC Coordinator user role in TOMS gives the ELPAC coordinator automatic access to ELPAC Interim Assessments. Teachers who complete their respective requirements and receive an ELPAC Test Examiner role in TOMS (for Initial ELPAC or Summative ELPAC) will also have automatic access to Interim Assessments. Consequently, Site ELPAC Coordinators and Teachers with TE roles will not need a separate user role in TOMS to access Interim Assessments.

Note that a TE role in TOMS should not be created for the sole purpose of accessing Interim Assessments. The Principal and Site ELPAC Coordinator at each school may identify additional teachers and school administrators who should have access to administering Interim Assessments. Each identified user must complete the following requirements before they are given access to ELPAC Interim Assessments:

1. 2023-24 Interim Assessment Acknowledgement Form (Sign in STB Portal).
2. 2023-24 ELPAC Interim Assessment School-Based Training (Facilitated by the Site ELPAC Coordinator at the school site)

By electronically signing the 2023-24 Interim Assessments Acknowledgement Form, users understand the following:

1. Interim Assessment items must not be copied into third-party applications (i.e., Schoology and Google Classroom).
2. Interim Assessments are not secure; however, they are not for public use, display, or distribution.
3. Any use, display, or distribution of the Interim Assessments that results in access to individuals beyond district staff and students is considered a security compromise that must be

investigated at the school site and reported to the Student Testing Branch.

4. Users must notify the respective CAASPP or ELPAC Coordinator immediately if the user causes or becomes aware of a security compromise when administering or proctoring Interim Assessments. Moreover, the user will work with the respective CAASPP or ELPAC coordinator to contain and limit the scope of the security compromise.
5. Access to TOMS is granted by the CAASPP or ELPAC Coordinator at the school. TOMS credentials are secure and they must not be shared with anyone. Sharing log-on credentials constitutes a security compromise.
6. Users must adhere to the district's procedures for distribution and collection of student log-on credentials. Users must keep all assigned, generated, or created usernames, passwords, and logins secure and not divulge students' personal information to anyone other than the student to whom the information pertains for the purpose of logging on to the test delivery system.

During the 2023-24 ELPAC Interim Assessment School-based Training, the Site ELPAC Coordinator addresses logistics for administering the Interim Assessments and District policy when it becomes available.

Once completion of requirements is confirmed by the Site ELPAC Coordinator in the STB Portal, the Site ELPAC Coordinator may create the ELPAC Interim Assessment Administrator Only role in TOMS to enable the designated user to administer, monitor, and manage the administration of ELPAC Interim Assessments.

Additional information, training, and resources will be released by the Student Testing Branch via updates once the information becomes available in fall 2023.

**RELATED
RESOURCES:**

- 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Instructions. This document is posted on the Coordinator Resources page of the Student Testing Branch at <https://www.lausd.org/testing>.
- REF-139909, 2023-24 State and National Mandated Testing Calendars, dated May 22, 2023. This document will be updated in Fall 2023.
- State ELPAC Website at <http://www.elpac.org/>

- REF-143307: 2023-24 Training Requirements for the Initial ELPAC and Initial Alternate ELPAC, to be released by the MMED in summer 2023.

ATTACHMENTS: None

- ASSISTANCE:**
- For questions regarding this document, test security, and delivery of test materials, please contact the STB Help Desk at (213) 241-4104.
 - For questions regarding ELPAC Calibration Trainings, please contact MMED at (213) 241-5582.
 - For questions regarding EL services, contact your Region Multilingual Multicultural Academic Language (MMAL) Team.