

**TITLE:** 2023-24 Summative English Language Proficiency Assessments for California (ELPAC) and Summative Alternate ELPAC Requirements for Principals, Site ELPAC Coordinators, Test Examiners, and Proctors

**NUMBER:** REF-147312

**ISSUER:** William R. Johnston, Executive Director  
Office of Data and Accountability

**DATE:** November 20, 2023

**ROUTING**  
All Schools  
Region Superintendents  
Administrators of Instruction  
Regional Directors  
MMAL Coordinators  
Special Ed. Service Center Administrators  
Principals  
EL Designees  
TSP Advisors  
ELPAC Coordinator

**PURPOSE:** The purpose of this Reference Guide is to outline the spring 2024 Summative English Language Proficiency Assessments for California (ELPAC) and the Summative Alternate ELPAC Requirements for Principals, Site ELPAC Coordinators, Test Examiners (TEs), and Proctors.

**MAJOR CHANGES:** No Changes

**BACKGROUND:** State and federal law requires that Local Education Agencies (LEA) 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 “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 either as an English Learner (EL) who needs support to learn English or as proficient in English.
2. The Summative ELPAC is used to measure the skills of ELs. The results help the school and district determine if the student is ready to be reclassified as proficient in English. The Summative ELPAC is administered every spring and ELs take this test annually until reclassified.

The State has developed the Initial Alternate ELPAC and the Summative Alternate ELPAC for eligible students with the most significant cognitive disabilities. If an Individualized Education Program (IEP) team determines that the student will take the Alternate ELPAC, it must be documented in the Student’s IEP. For more information, refer to the California Department of Education (CDE) webpage [CDE’S Alternate Assessment IEP Team](#)

[Guidance](#). To guide and support IEP teams in determining whether a student is most appropriately assessed with an alternate assessment, the CDE developed this [Alternate Assessment Decision-Making Tool for California](#).

**INSTRUCTIONS:** The principal and site ELPAC coordinator must complete their respective requirements before the Student Testing Branch (STB) approves access to 2023-24 Summative ELPAC and Summative Alternate ELPAC school-based training materials and releases Summative ELPAC K-2 Answer Books to schools.

For auditing purposes and to ensure proper administration of the Summative ELPAC, beginning January 31, 2024, the STB will delete the site ELPAC coordinator's and TE's Test Operations Management System (TOMS) accounts if the principal and/or coordinator have not met their respective requirements.

## **I. PRINCIPAL REQUIREMENTS**

Principals complete the two requirements listed below in the Principal's Portal at <https://principalportal.lausd.net/Default.aspx>. If the principal completed these requirements for the Initial ELPAC and Initial Alternate ELPAC, the principal does not have to complete the requirements again.

1. Electronically certify the 2023-24 ELPAC Security Affidavit and Agreement.
2. Designate a Site ELPAC Coordinator.
  - A principal who serves as the site ELPAC coordinator at his/her school must enter his/her name in the Principal's Portal as a coordinator/designee and complete all requirements for site ELPAC coordinators.

New principals and principals at schools that do not have access to the Principal's Portal must sign the ELPAC Test Security Affidavit and Agreement in the STB Portal. For assistance, contact the STB Help Desk at 213-241-4104.

## **II. ELPAC COORDINATOR REQUIREMENTS**

Every school must have a fully trained site ELPAC coordinator to manage testing. Hence, site ELPAC coordinators are required to complete requirements for the Initial ELPAC, Initial Alternate ELPAC, Summative ELPAC, and Summative Alternate ELPAC. The Initial and Initial Alternate requirements are completed in the fall. The Summative and Summative Alternate requirements are completed in late-fall.

Coordinators who are designated mid-year, must complete all the requirements after being designated.

2023-24 Initial ELPAC and Initial Alternate ELPAC Coordinator requirements:

1. 2023-24 ELPAC Security Forms Coordinator Requirements curriculum (MyPLN). This curriculum in MyPLN includes the following:
  - a. 2023-24 ELPAC Security Forms Coordinator Training (MyPLN)
  - b. 2023-24 ELPAC Security Affidavit and Agreement (Electronically certify in the STB Portal via MyPLN. Due to ITS 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 (Facilitated by the STB via Zoom)
3. 2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration (Via Moodle training platform – Facilitated by the Multilingual Multicultural Academic Language Team (MMALT). The site ELPAC coordinator must complete training for the grade span for the school.)
4. Initial Alternate ELPAC Certification (Via Moodle Training Platform)
  - a. 2022-23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification
  - OR
  - b. 2023-24 Summative Alternate ELPAC Test Examiner Certification

2023-24 Summative ELPAC and Summative Alternate ELPAC Coordinators Requirements:

It is recommended that site ELPAC coordinators complete requirements 1-4 before they complete the 2023-24 Summative ELPAC requirements (requirements 5, 6, and 7). Note that site ELPAC coordinators who completed requirements 1-4 before do not have to complete the requirements again.

5. 2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Coordinator Training (Facilitated by the STB) – Site ELPAC coordinators will self-register in MyPLN for a Zoom Webinar.
6. 2023-24 LAUSD Summative ELPAC Test Examiner Training and Calibration (In Moodle training platform) – Facilitated by MMALT.
7. 2023-24 Summative Alternate ELPAC Test Examiner Certification (Via Moodle training platform)

Upon completion of all training requirements in this section, site ELPAC coordinators will work with their school administrator to schedule required training for TEs and proctors.

### III. TEST EXAMINER (TE) REQUIREMENTS

Site ELPAC coordinators are responsible for ensuring that TEs complete all requirements. For auditing purposes, schools are required to maintain evidence of the school-based training. The Summative ELPAC training agendas and staff sign-in sheets are kept as evidence at the school for 2 years. These documents must also be uploaded to the STB Portal in June 2024. Instructions for uploading the documents will be provided in the 2023-24 Summative ELPAC and Summative Alternate ELPAC Administration Instructions.

TEs must be certificated LAUSD employees. However, the school site administrator will have the option to utilize trained substitutes or paraprofessionals to assist with the administration of the 2023-24 Summative ELPAC. All TEs must complete their respective training requirements and adhere to security and administration guidelines set by the state and the STB. Note that paraprofessionals may **NOT** serve as TEs for Initial Alternate ELPAC nor Summative Alternate ELPAC. If you have questions about the use of paraprofessional administering assessments, please contact your Region's MMAL Coordinator.

Before administering any Summative ELPAC assessment or receiving access to ELPAC TOMS, TEs must complete all training requirements, including the 2023-24 ELPAC Security Forms Requirements. TEs who completed the 2023-24 ELPAC Security Requirements in the fall for the Initial ELPAC do not have to complete those requirements again.

TEs are required to complete the calibration requirements only for the test(s) they will administer. The site ELPAC coordinator must ensure that TEs administer test(s) only for the grade/grade span for which they have completed the requirements.

2023-24 Test Examiner Requirements for the Summative 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 Affidavit (Electronically sign in the STB Portal via MyPLN)
2. 2023-24 Summative ELPAC Administration School-Based Training (Facilitated by the site ELPAC coordinator)
3. 2023-24 Summative ELPAC Test Examiner Training and Calibration (Via the Moodle training platform for the grade or grade-span they will test)

2023-24 Test Examiner Requirements for the Summative **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 Affidavit (Electronically sign in the STB Portal via MyPLN)
2. 2023-24 Summative ELPAC Administration School-Based Training (Facilitated by the site ELPAC coordinator)
3. 2023-24 Summative Alternate ELPAC Test Examiner Certification (Via Moodle training Platform)

TEs require a Moodle account and a Moodle key to access the Summative ELPAC trainings in the Moodle platform. The site ELPAC coordinator will designate individuals who have completed requirements 1 and 2 above as TEs in the STB Portal. The STB will then create Moodle accounts for the designated TEs who do not already have one. It is recommended that TEs are designated in the STB Portal 10 workdays before the TEs are expected to access the Summative ELPAC training in Moodle. After Moodle accounts are created, the site ELPAC Coordinator will share with TEs the secure Moodle key that is available in the STB Portal.

Access to ELPAC TOMS is granted by the site ELPAC coordinator to TEs after TEs have completed requirements 1-3 above. In addition to signing the 2023-24 ELPAC Security Affidavit in the STB Portal (Requirement 1b), TEs will be required to sign the 2023-24 ELPAC security affidavit in TOMS. TEs should plan on signing the affidavit in

TOMS no later than the day before the TE is scheduled to administer any ELPAC assessment. TEs who do not sign the security affidavit in TOMS will not be able to create test sessions or access secure materials.

Site ELPAC coordinators should use the STB Portal ELPAC Affidavit Report to verify that TEs have completed all requirements. The STB monitors the completion of teacher requirements daily. ELPAC TOMS accounts for teachers who have not completed requirements 1-3 above will be deleted. When creating TE ELPAC TOMS accounts, the site ELPAC coordinator must use the teachers' LAUSD emails. Accounts created with non-LAUSD emails will also be deleted.

#### **IV. PROCTOR REQUIREMENTS**

Proctors must be employees of the school district. Proctors do not need access to ELPAC TOMS. However, because they will be in the testing room and have access to secure ELPAC materials, proctors are mandated to complete the requirements in this section prior to the test administration. Proctors who completed the security requirements for the Initial ELPAC in the fall do not have to complete those requirements again.

##### 2023-24 ELPAC Test Examiner and Proctor Requirements:

1. 2023-24 ELPAC Security Form TE and Proctor Requirements curriculum. This curriculum in MyPLN includes the following:
  - a. 2023-24 ELPAC Security Form Test Examiner and Proctor Training (MyPLN)
  - b. 2023-24 ELPAC Affidavit (Electronically sign in the STB Portal via MyPLN)
2. 2023-24 Summative ELPAC Administration School-Based Training (Facilitated by the site ELPAC coordinator)

#### **V. DELIVERY OF SUMMATIVE ELPAC MATERIALS FOR THE K-2 WRITING DOMAIN**

Although the Summative ELPAC is a computer-based assessment, the Writing domain for grades K, 1, and 2 is administered using a Writing Answer Book. The STB will release K-2 answer books and testing materials to individual schools after the principal and the site ELPAC coordinator complete their respective requirements.

Deliveries will start the week of January 16, 2024. Deliveries will be scheduled on a weekly basis and prioritized based on when both the principal and site ELPAC coordinator complete their requirements. Materials will be delivered to the school 3-5 days after requirements are completed.

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

## **VI. TEST OPERATIONS MANAGEMENT SYSTEM (TOMS)**

TOMS is a secure website that permits 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 both testing programs will use a single username and password and will be able to switch between the two testing programs in a single platform.

Access to TOMS is assigned on a yearly basis. The STB creates TOMS accounts for site ELPAC coordinators and principals who complete their respective requirements as indicated in this document. In turn, the site ELPAC coordinator creates TE accounts for staff members who complete their requirements.

For auditing purposes and to ensure proper administration of the Summative ELPAC, on January 31, 2024, the STB will delete the site ELPAC coordinator and TE TOMS accounts if the principal and/or site ELPAC coordinator have not completed their respective requirements.

The Listening domain, Reading domain, and the grades 3-12 Writing domain responses are scored by the test vendor in the Test Delivery System (TDS) after the test is submitted by the student.

The school is required to administer and score the Speaking Domain. The TE must score the Speaking domain in-the-moment and document scores on the Student Score Sheet. After the Speaking Domain test is submitted in the Test Delivery System, the TE enters the scores in the Data Entry Interface (DEI).

For the K-2 Writing Domain, the student is required to write the responses directly on the K-2 Writing Answer Books. The site ELPAC coordinator will return completed Summative ELPAC K-2 Writing Answer

Books to their assigned Testing Center. The STB will process the materials and submit them to the test vendor for scoring. Collection dates are published in the 2023-24 Summative ELPAC Administration Instructions. A link to this document will be posted on the STB Coordinator Resources webpage at <https://www.lausd.org/Page/7670>.

## VII. ELPAC SECURITY AUDITS

The STB and Educational Testing Services (ETS), the ELPAC test contractor, will conduct audits during the year. The objective of the audit is to evaluate adherence to proper test security procedures and testing guidelines outlined in the *2023-24 Initial and Summative ELPAC Test Administration Manuals* (published by ETS) and the *2023-24 Initial and Summative ELPAC Administration Instructions* (published by the STB). The audit will include the review of training materials, agendas and attendance rosters, the inventorying of Writing Answer Books, the evaluation of storage facilities where secure test materials are kept when not in use, and the observation and evaluation of test administration.

The STB will inform the principal and site ELPAC coordinator via email if the school is selected for an audit.

### RELATED RESOURCES:

- [REF-143508, 2023-24 Initial English Language Proficiency Assessments for California \(ELPAC\) and Alternate ELPAC Training and Security Requirements for Principals, Coordinators, and Support Staff](#)
- State ELPAC Website at <http://www.elpac.org/>
- District ELPAC Website at <https://achieve.lausd.net/elpac>

**ATTACHMENTS:** No Attachments

### 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 your Region Multilingual Multicultural Academic Language Team or MMED at (213) 241-5582.
- For questions regarding ELPAC Scoring trainings or EL services, please contact your Region Multilingual Multicultural Academic Language Team.