



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2020-21 Training Requirements for the Computer-Based Initial English Language Proficiency Assessments for California (ELPAC)

NUMBER: MEM-055505.2

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

Lydia Acosta Stephens
Executive Director
Multilingual and Multicultural Education Department

DATE: October 26, 2020

ROUTING

Local District Superintendents
Administrators of Instruction
Community of Schools
Administrators
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 training requirements for the computer-based 2020-21 Initial ELPAC test and provide guidelines for completing the online *2020-21 Initial English Language Proficiency Assessments for California Training*.

This memorandum replaces MEM-055505.1, *2019-20 Training Requirements for Test Examiners on the Initial English Language Proficiency Assessments for California (ELPAC)*, dated August 16, 2019 and includes the following updates:
Transition to the computer-based Initial ELPAC

- Updated training requirements for ELPAC Coordinators and examiners
- New Initial ELPAC administration requirements

BACKGROUND: State and federal law require that local educational agencies administer a state assessment of English language proficiency (ELP) to eligible students in Expanded Transitional Kindergarten (ETK) through grade twelve within 30 calendar days after the beginning of the school year or, if during the school year, within two weeks of child being placed in a program. The purpose of the Initial ELPAC is to identify students as either English Learners (EL) or Initially Fluent English Proficient (IFEP).

NOTE: Due to the COVID-19 pandemic, CDE might extend this time requirement for students who enrolled as of the first day of the academic year.

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 Initial Fluent English Proficient (IFEP)



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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, reading, and writing in English

This memorandum focuses on the online Initial ELPAC assessment.

I. INITIAL ELPAC ADMINISTRATION REQUIREMENTS

The school site EL Designee must ensure that test examiners administer the Initial ELPAC assessment to newly enrolled students whose home language is other than English, as determined by the Home Language Survey (HLS), within 30 calendar days of initial enrollment (5 CCR §§ 11307[a], 11511).

In order to maximize the students' performance on this assessment, classroom teachers are responsible for administering the computer-based Initial 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-on-one administration - Students are to be tested by their ELD/LTEL teacher, grade-level ELA teacher 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.

NOTE: If school closure persists due to the COVID-19 pandemic, the school site administrator will have the option to utilize trained substitutes or paraprofessionals to assist with the administration of the 2020-21 computer-based Initial ELPAC.

II. TRAINING REQUIREMENTS ELPAC TESTING COORDINATORS

Prior to the start of the school site Initial ELPAC training, the school site ELPAC Testing Coordinator will:

1. Complete the 2020-21 ELPAC Security Forms Coordinator Training in



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- MyPLN.
2. Complete the 2020-21 ELPAC Security Forms Coordinator Training Assessment in MyPLN.
 3. Electronically certify the 2020-21 ELPAC Security Affidavit and Agreement in STB Portal via MyPLN.
 4. Participate in a 6-hour training, developed to calibrate the test site coordinator in order to meet the CDE requirements to facilitate the *2020-21 Initial ELPAC Training for Test Examiners* provided in MyPLN.
 5. Schedule the *2020-21 Initial ELPAC Training for Test Examiners*.
 6. Secure the *Initial ELPAC 2020-21 Test Security Affidavit for Examiners and Proctors* and certificate of course completion from all teachers and staff administering or proctoring the Initial ELPAC.

III. TRAINING REQUIREMENTS FOR ELPAC TEST EXAMINERS

ELPAC Coordinators are to use the computer-based *2020-21 Initial ELPAC Administration and Scoring Training for Test Examiners* training located in MyPLN to ensure school site test examiners are trained. This training is approximately two hours in length.

Test Examiners must complete the following security requirements before getting access to any secure ELPAC materials or getting access to the online training which includes secure materials:

- 2020-21 ELPAC Security Form Test Examiner and Proctor Training
- 2020-21 ELPAC Security Form Test Examiner and Proctor Training Assessment
- Electronically certify the 2020-21 ELPAC Affidavit - Electronically certify in STB Portal via MyPLN

The computer-based *2020-21 Initial ELPAC Administration and Scoring Training for Test Examiners* focuses on the accurate scoring of all the English language domains tested. Test examiners will participate in the training consisting of administration videos and several ELPAC scoring exercises designed to calibrate 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 2020-21 Initial 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 2020-21 Initial ELPAC training by test examiners.



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RELATED

RESOURCES:

California Education Code, Section 313

Title 5, California Code of Regulations, Section 11518.15

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

[*2020-21 Initial ELPAC Administration Instructions*](#)

REF-096500.0, *2020-21 Initial English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, Coordinators, and Support Staff*, dated August 17, 2020.

ASSISTANCE:

For assistance on the Initial ELPAC training, please contact your Local District English Learner Programs Coordinator or Elizabeth Shnorhokian, EL Specialist, Multilingual and Multicultural Education Department, at emald4@lausd.net.

For assistance with the testing administration procedures, please contact the Student Testing Branch at (213) 241-4104.