



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

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

NUMBER: MEM-043983.3

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

PURPOSE: The purpose of this memorandum is to outline the test training requirements for the computer-based 2020-21 Summative ELPAC test examiners and provide guidelines for completing the online *2020-21 Summative English Language Proficiency Assessments for California Training for Test Examiners*.

This memorandum replaces MEM-043983.2, *2019-20 Training Requirements for Test Examiners*, dated February 7, 2020 and includes the following updates:

- Updated training requirements for site ELPAC Coordinators 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, reading, and writing in English



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

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.

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 Summative ELPAC and must adhere to the guidelines set by the state and the Student Testing Branch (STB).

II. TRAINING REQUIREMENTS FOR ELPAC SITE COORDINATORS

Site ELPAC Coordinators will be trained and calibrated on the 2020-21 Summative ELPAC using the My Professional Learning Network (MyPLN) course, by Local District English Learner staff. All ELPAC Coordinators must be certified on the Initial ELPAC as a prerequisite to being trained on the Summative ELPAC Training.

Prior to beginning the 2020-21 Summative ELPAC training or handling any assessment materials, all ELPAC Coordinators, teachers and staff administering the ELPAC must read, agree to, and sign the English Language Proficiency Assessments for California 2020-21 Summative ELPAC Test Security Affidavit.

All test examiners must be certified in the *2020-21 Summative ELPAC Administration and Scoring Training for Test Examiners* before administering and scoring the Summative ELPAC. Site ELPAC Coordinators must ensure



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

that all test examiners have completed the required training components. In addition, ELPAC Coordinators must collect and maintain staff training documentation for a minimum of five years (agenda, sign-in sheets, calibration certificate(s) for grade level(s) examiner will be administering), along with other related documents.

III. TRAINING REQUIREMENTS FOR ELPAC TEST EXAMINERS

Site ELPAC Coordinators are to use the computer-based 2020-21 Summative ELPAC Administration and Scoring Training for Test Examiners training located in MyPLN to ensure school site test examiners are trained. This training is approximately 1.5 to 2 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 Summative 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.

Once test examiners complete the computer-based 2020-21 Summative ELPAC training, a Certificate of Completion is generated for the MyPLN course. A copy of this certificate is to be provided to the site ELPAC coordinator as verification that the examiner has been calibrated.

IV. TESTING WINDOW

The administration of the 2020-21 computer-based Summative ELPAC assessment must occur within the testing window.

- For all students, the testing window for the computer-based Summative ELPAC assessment opens on February 1, 2021 and ends on May 14, 2021.
- New eligible students who enroll at the school after May 14, 2021 must be tested by May 28, 2021.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

**RELATED
RESOURCES:**

California Education Code, Section 313

Title 5, California Code of Regulations, Section 11518.15

Information on the 2020-21 ELPAC is available at <https://www.elpac.org/>

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

ASSISTANCE:

For assistance or further information, please contact your Local District English Learner Programs Coordinator or Elizabeth Shnorhokian, EL Specialist, at (213) 241-5582 or emald4@lausd.net.

For information on ELPAC administration procedures and requirements, please contact the Student Testing Branch at (213) 241-4104.