



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2022-23 Training Requirements for the Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC

NUMBER: MEM-055505.3

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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 *2022-23 Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC* and to provide guidelines for completing the online *2022-23 Initial ELPAC Training*.

This memorandum replaces MEM-055505.2, *2020-21 Training Requirements for the Computer-Based Initial English Language Proficiency Assessments for California (ELPAC)*, dated October 26, 2020, and includes the following changes:

- Updated training requirements for ELPAC Coordinators and test examiners
- Updated training format
- Initial Alternate ELPAC administration information and training requirements

BACKGROUND: The ELPAC is aligned with California’s *2012 English Language Development (ELD) Standards* and is comprised of two separate assessments:

1. Initial Assessments (IA)
 - Comprised of the Initial ELPAC and Alternate Initial ELPAC.
 - To identify students as English Learner or Initial Fluent English proficient (IFEP), including students with the most significant cognitive disabilities.
 - To determine the English proficiency of students entering California schools for the first time.
2. Summative Assessments (SA)
 - To assess the progress of ELs in acquiring the skills of listening, speaking, reading and writing in English and determine English Language Proficiency.



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I. INITIAL ELPAC ADMINISTRATION REQUIREMENTS

The school site EL Designee/ELPAC Coordinator must ensure that test examiners administer the Initial ELPAC assessment to all newly enrolled students whose primary language is a language other than English (as determined by the Home Language Survey [HLS]) within 30 calendar days of initial enrollment. Within the same 30 calendar days, the school site EL Designee must ensure that the Initial ELPAC is scored locally, and parents or guardians are notified, in writing, of the results of the initial assessment.

NOTE: For students who enroll after the beginning of the school year, the school must administer the Initial ELPAC, score it locally, and send the required parent notice within 10 days of a student being placed in an instructional program.

To maximize the students' performance on this assessment, classroom teachers must administer the 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 a certificated out-of-classroom support staff familiar with the students.

For group administration, students may be tested by any trained classroom teacher or certificated out-of-classroom support staff.

- Secondary Schools:

For 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 familiar with the students.

For group administration, any trained classroom teacher or certificated out-of-classroom support staff may test students.

NOTE: Under unusual circumstances (COVID-19 Pandemic), the school site administrators have the option to utilize trained substitutes or paraprofessionals to assist with the administration of the Initial ELPAC if necessary.

For students with an Individual Education Program (IEP) or Section 504 Plan, ensure that designated supports/accommodations are entered into the Test Operations Management System (TOMS) and that the designated supports/accommodations are provided during the administration of the Initial ELPAC as delineated within the student's IEP or Section 504 Plan.



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NOTE: The Initial Alternate ELPAC will be operational beginning the 2022-2023 school year and shall only be given to students newly enrolled with an IEP designation of Alternate ELPAC. It must be administered one-on-one by a trained Test Examiner who interacts with and is most familiar with the student, the student's individual needs, abilities and primary mode of communication.

II. TRAINING REQUIREMENTS: ELPAC TESTING COORDINATORS

The training requirements and procedures for the Site ELPAC Coordinator are as follows:

1. Complete the 2022-23 ELPAC Security Forms Coordinator Requirements. This training in MyPLN includes the following:
 - a. 2022-23 ELPAC Security Forms Coordinator Training.
 - b. Electronic certification of the 2022-23 ELPAC Security Affidavit and Agreement (Completed in STB Portal via MyPLN).
2. Participate in the 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training (Facilitated by STB).
3. Complete the *2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration* (Via Moodle) – The Site ELPAC Coordinator must complete training for all grade spans at the school site. The training is available in the Moodle platform (Facilitated by LD EL Programs Coordinators).
4. Complete the *2022-23 Initial Alternate ELPAC Test Examiners Certification* course (Via Moodle). This requirement is mandatory for Site ELPAC Coordinators who did not complete the 2021-22 Alternate ELPAC Field Test Training.

Upon completion of the ELPAC Testing Coordinator requirements, the Site ELPAC Coordinator will schedule and facilitate a *2022-23 Initial ELPAC Calibration and Administration School-based Training for Test Examiners* to train in both the test administration procedures as well as the Moodle calibration certification requirements.

III. TRAINING REQUIREMENTS FOR ELPAC TEST EXAMINERS

ELPAC Coordinators are to use the LAUSD 2022-23 *Initial ELPAC Examiner Calibration* training located on the Moodle website (moodle.caaspp-elpac.org) to calibrate Test Examiners to reliably administer and score the Initial ELPAC. This training is approximately 1.5 hours in length.

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



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1. *2022-23 ELPAC Security Form TE and Proctor Requirements*. This curriculum in MyPLN includes the following:
 - a. 2022-23 ELPAC Security Form Test Examiner and Proctor Training
 - b. Electronically certify the 2022-23 ELPAC Security Affidavit (Completed in STB Portal via MyPLN)
2. 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training
3. *2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration* (Via Moodle)
4. 2022-23 Initial Alternate ELPAC Examiners Certification Course (if applicable). This requirement is mandatory for ELPAC Test Examiners who are administering the Initial Alternate ELPAC this year and did not previously complete the 2021-22 Alternate ELPAC Field Test Training.

The *2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration* focuses on the accurate scoring of all the English language domains tested at a given grade level/span. Test examiners will participate in the training consisting of administration videos and several ELPAC scoring exercises designed to calibrate Initial ELPAC scoring across the district and to prevent potential testing irregularities.

A Certificate of Completion is generated upon completion of the speaking and writing calibration sections for each grade level/span of the *2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration*. The ELPAC Coordinator is required to maintain a copy of the training certificates as well as the training agenda, sign-in sheets, and signed security affidavits as evidence of completion of the *2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration* by all Test Examiners.

RELATED RESOURCES:

[California Education Code, Section 313](#)

[Title 5, California Code of Regulations, Section 11518.15](#)

Information on the ELPAC is available at www.elpac.org

ASSISTANCE:

For assistance on the Initial ELPAC training, contact your Local District English Learner Programs Coordinator or Rafael Escamilla, Federal and State Programs Compliance Coordinator, Multilingual and Multicultural Education Department, at (213) 241-5582 or at rafael.escamilla@lausd.net.

For assistance with the testing administration procedures or Initial ELPAC test answer books, contact the Student Testing Branch Help Desk at (213) 241-4104.