



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: 2022-23 Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC Requirements for Principals, Coordinators, and Support Staff

NUMBER: REF-129701.1

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Office of Data and Accountability

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Due: Various Dates

ROUTING
Local District
Administration
Principals
Assistant Principals
EL Program Coordinators
Testing Coordinators
ELPAC Coordinators
EL Designees

PURPOSE: The purpose of this Reference Guide is to outline the 2022-23 Initial ELPAC and Initial Alternate ELPAC requirements for Principals, Site ELPAC Coordinators, Test Examiners (TE), and Proctors.

MAJOR CHANGES: This Reference Guide replaces REF-129701, dated July 18, 2022. Minor grammatical edits were made. Students with the most significant cognitive disabilities, as determined by their IEP team, will take the Initial Alternate ELPAC.

Staff members who completed the 2021-22 Alternate ELPAC Field Test Training do not have to complete the 2022-23 Initial Alternate ELPAC Examiners Certification Course in Moodle.

GUIDELINES: BACKGROUND

State and federal law require that local educational agencies 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 as either an English Learner (EL) who needs support to learn English or as proficient in English.
 1. Eligible students with the most significant cognitive disabilities will be administered the newly developed Initial Alternate ELPAC.



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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. ELs take the Summative ELPAC every spring until reclassified.
 1. Eligible students with the most significant cognitive disabilities will be administered the Alternate ELPAC.

Before designating an alternate assessment, IEP teams must review the guidance from the CDE in determining if the Alternate ELPAC (Initial and Summative) would be the most appropriate assessment. Alternate Assessment IEP Team Guidance is available at <https://www.cde.ca.gov/ta/tg/ca/caaiepteamrev.asp>.

Eligible students took the Summative Alternate ELPAC for the first time in the 2021-22 school year. Beginning in the 2022-23 school year, the Initial Alternate ELPAC will be administered to eligible students if indicated in the student's IEP. The Initial Alternate ELPAC will provide information to determine a student's initial classification as an EL or as initial fluent English proficient (IFEP).

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 assessment in the Test Operations Management System (TOMS).

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. ELPAC Coordinators and Test Examiners with access to CAASPP TOMS and ELPAC TOMS use a single username and password and are able to switch between the two testing programs on a single platform.

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 2022-23 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 2022-23 Test Examiner (TE) accounts after staff members complete all their respective requirements.

The Initial ELPAC has four domains— Listening, Speaking, Reading and Writing. Although the Initial ELPAC has transitioned to an online format, trained



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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 generate a score for each domain:

- Data Entry Interface (DEI)
 - Speaking Domain – Grades Kindergarten (K)-12: The Speaking domain for all grades is scored locally and in-the-moment by a fully trained Test Examiner (TE). After administering the test, the TE will enter the scores in the DEI.
 - 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.
- Teacher Hand Scoring System (THSS) – Grades 3-12: Students take the Writing domain through a secure browser. After all responses are submitted, the tests are scored by trained TEs using the rubrics provided in the THSS.
- 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 a secure browser and enters his/her own responses.

I. 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 getting 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 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 2022-23 K-2 Writing answer books are released to the school and before a Site ELPAC Coordinator user role is created in TOMS for the Site ELPAC Coordinator to manage testing at the school.



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a. Principal Requirements

Principals must complete the following two requirements in the [Principal's Portal](#) by **Friday, July 29, 2022**. Principals who do not have access to the Principal's Portal should contact the Student Testing Branch at 213-241-4104. Attachment A provides instructions for completing requirements 1 and 2.

2022-23 Principal Requirements for the Initial ELPAC

1. Electronically sign the 2022-23 ELPAC Test Security Agreement and Affidavit in the Principal's Portal.
2. Designate a Site ELPAC Coordinator in the Principal's Portal.

Principals who wish to administer ELPAC tests 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 ELPAC Coordinator at the school must enter his/her name in the Principal's 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 the ELPAC testing program at the school and ensuring 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 [2022-2023 Initial ELPAC Online Test Administration Manual](#). District test administration and security procedures are outlined in the *2022-23 Initial ELPAC Administration Instructions*. The Administration Instructions will be posted on the STB website before the Initial ELPAC window opens.

2022-23 Site ELPAC Coordinator Requirements for the Initial ELPAC:

1. Complete the 2022-23 ELPAC Security Forms Coordinator Requirement curriculum in MyPLN. The curriculum includes two separate requirements:
 - a. 2022-23 ELPAC Security Forms Coordinator Training
 - b. 2022-23 ELPAC Security Affidavit and Agreement (Electronically certify 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 training platform) – The Site



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ELPAC Coordinator must complete training for the grade span for the school.

4. 2022-23 New Test Examiners Only – Initial Alternate ELPAC – Test Examiners Certification course (Via Moodle training platform) – This training is only required for Site ELPAC Coordinators who did not complete the 2021-22 Alternate ELPAC Field Test Training.

When the Principal designates the ELPAC Coordinator in the Principal's Portal, the ELPAC Coordinator will be automatically enrolled in the 2022-23 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 no less than 5 workdays before the Site ELPAC Coordinator participates in the 2022-23 Initial ELPAC Administration Coordinator Training facilitated by STB (Requirement 2) or the 2022-2023 Initial ELPAC Coordinator Calibration Training facilitated by the LD EL Coordinator (Requirement 3). 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 Principal's Portal for the 2022-23 school year and completing the 2022-23 ELPAC Security Forms Coordinator Requirement curriculum, the Site ELPAC Coordinator will be assigned a Moodle account. Staff members who already 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 and select *Forgot Password?* and enter your LAUSD email address in the *Search by email address* field.
<https://moodle.caaspp-elpac.org/login/index.php>

The Site ELPAC Coordinator will need a Moodle key to enroll in the 2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration or the 2022-23 Initial Alternate ELPAC Test Examiners Certification course. The Moodle keys for both courses are available in the STB Portal.

Moodle keys are secure and are specific to each school. Access to the Moodle keys in the STB Portal is granted only to the Site ELPAC Coordinator. The Site ELPAC Coordinator will provide the Moodle key to test examiners after they complete the requirements described in the next section.



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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's 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. For questions regarding who at the school may serve as a TE, contact your LD EL coordinators. TEs ensure the proper administration of all testing procedures and maintain the security of all test materials before, during, and after administering each test.

2022-23 Test Examiner Requirements for the **Initial ELPAC**

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 (in MyPLN)
 - b. 2022-23 ELPAC Security Affidavit (Electronically certify in STB Portal via MyPLN)
2. 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training (facilitated by the Site ELPAC Coordinator at the school)
3. 2022-23 LAUSD Initial ELPAC Test Examiner Training and Calibration (Via Moodle)

2022-23 Test Examiner Requirements for the **Initial Alternate ELPAC**

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 (in MyPLN)
 - b. 2022-23 ELPAC Security Affidavit (Electronically certify in STB Portal via MyPLN)
2. 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training (facilitated by the Site ELPAC Coordinator at the school)
3. 2022-23 New Test Examiners Only – Initial Alternate ELPAC – Test Examiner Certification course (via Moodle). 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



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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 requirement only one time.

Test Examiners will self-enroll in the 2022-23 ELPAC Security Form TE and Proctor Requirements curriculum in MyPLN. Requirement 2 is facilitated by the ELPAC coordinator at the school and requirement 3 is completed in Moodle.

Test Examiners need a Moodle account and a Moodle key to access the Initial ELPAC Calibration training in the Moodle platform. The Site ELPAC Coordinator will designate TEs in STB Portal who have completed requirements 1 and 2 above. TEs must be designated at least 2 business days before they are expected to access the Initial ELPAC calibration training in Moodle.

Staff members who already 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 and select *Forgot Password?* and enter your LAUSD email address in the *Search by email address* field. <https://moodle.caaspp-elpac.org/login/index.php>

The Site ELPAC Coordinator is responsible for ensuring that Test Examiners complete requirements 1-3 above. After the Site ELPAC coordinators confirms in the STB Portal that a Test Examiner has completed the requirements, the Site ELPAC Coordinator creates an *ELPAC Test Examiner* role in TOMS to enable the Test Examiner to administer, monitor, and manage the administration of Initial ELPAC assessments.

d. ELPAC Proctor Requirements

Proctors must be employees of the school district. 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. 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 nor need to have a TOMS account.



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Proctors self-enroll in the 2022-23 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 ELPAC Coordinator at the school.

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 (in MyPLN)
 - b. Electronically certify the 2022-23 ELPAC Security Affidavit (Complete in STB Portal via MyPLN)
2. 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training (facilitated by the Site ELPAC Coordinator at the school)

II. DELIVERY OF K-2 WRITING MATERIALS TO SCHOOLS

STB will release 2022-23 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.

III. ELPAC SECURITY AUDITS

The State and District conduct audits for CAASPP and ELPAC every year. STB will inform the principal if the school is selected for an audit.

The auditor will interview the CAASPP and ELPAC Coordinators. For ELPAC, auditors evaluate adherence to guidelines in the 2022-23 Online Initial and Summative ELPAC Online Test Administration Manuals. They may inventory K-2 Writing Answer books and evaluate the storage facilities where secure test materials and student log on 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 2022-23 Initial ELPAC and Initial Alternate ELPAC requirements in Moodle and the 2022-23 Initial ELPAC and Initial Alternate ELPAC Administration School-based Training for Test



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Examiners and proctors. If the school is selected for an audit by the District or the State, auditors will ask 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.

RELATED RESOURCE:

- *2022-23 Initial ELPAC and Initial Alternate ELPAC Administration Instructions* – This document will be posted on the Coordinator Resources page of the STB website at <http://achieve.lausd.net/elpac>.
- [REF-126505, 2022-23 State and National Mandated Testing Calendars](#), dated May 23, 2022.
- State ELPAC Website at <http://www.elpac.org/>
- District ELPAC Website at <https://achieve.lausd.net/elpac>

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 Multilingual and Multicultural Education Department (MMED) at (213) 241-5582.
- For questions regarding EL services, contact your LD EL Coordinator.



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ATTACHMENT A

PRINCIPAL'S PORTAL INSTRUCTIONS FOR STATE TESTING REQUIREMENTS

Use these instructions for signing the CAASPP and ELPAC security agreements and security affidavits and for designating the Point-of-Contact for testing and the CAASPP, ELPAC, Physical Fitness Test (PFT), and Technology Coordinators in the Principal's Portal. As individual requirements are completed, the **Pending** flag in Principal's Portal will be replaced with the date when the requirement was completed.

1. Electronically sign the 2022-23 CAASPP and ELPAC Test Security Agreement and Affidavit

- a. Go to the Principal's Portal at <https://principalportal.lausd.net/Default.aspx>
- b. In the Actions box, select State Testing Requirements
<https://principalportal.lausd.net/STAR/Default.aspx>
- c. In the State Testing Requirements landing page, click on the security affidavit and agreement link for each program
- d. Read the Security **Affidavit** and **Agreement**
- e. Click on **I Accept all conditions on the CAASPP/ELPAC Security Affidavit and Security Agreement**
- f. Click on **Certify** at the bottom of the screen
- g. Click on **Return to Testing Menu**. The date when the affidavit and agreement are certified will display under the Completed Date column

2. Designate a CAASPP, ELPAC, Physical Fitness Test (PFT), and Technology Coordinators as well as the Point of Contact for Testing

- a. Go to the Principal's Portal at <https://principalportal.lausd.net/Default.aspx>
- b. In the Actions box, select State Testing Requirements
<https://principalportal.lausd.net/STAR/Default.aspx>
- c. In the State Testing Requirements landing page, click on the [Click here to assign](#) link
- d. For each program click on the people finder icon
- e. Type the designee's LAUSD email address and select your staff member's name from the dropdown menu
- f. Go to the bottom of the page and click on **Submit**
- g. Return to the State Testing Programs landing page. The designee's name will be displayed in the coordinators table and in the table for the appropriate testing program
- h. As the coordinator completes his/her requirements, the **Pending** flag will be replaced with the date when the requirement is completed