

**TITLE:** 2023-24 Calibration Training Requirements for the Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC

**NUMBER:** REF-143907.0

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**ROUTING**  
Region  
Superintendents  
Administrators of Instructions  
Regional Directors  
Principals  
Assistant Principals  
Multilingual Multicultural Academic Language Teams (MMALT)  
TSP Advisors  
Testing Coordinators  
UTLA Chapter Chairs

**PURPOSE:** The purpose of this reference guide is to outline the training requirements for the *2023-24 Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC* and to provide guidelines for completing the online 2023-24 Initial ELPAC Training.

**MAJOR CHANGES:** This Reference Guide replaces MEM-055505.3, *2022-23 Training Requirements for the Initial English Language Proficiency Assessments for California (ELPAC) and Initial Alternate ELPAC*, dated August 1, 2022, and includes the following changes:

- Updated training requirements for ELPAC Coordinators and Test Examiners (TEs)
- Updated training format
- Updated Initial Alternate ELPAC administration information and training requirements

**INSTRUCTIONS:** 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 (EL)/ Emergent Bilingual (EB) 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 EBs in acquiring the skills of listening, speaking, reading and writing in English and determine English Language Proficiency

### I. INITIAL ELPAC ADMINISTRATION REQUIREMENTS

The school site EB Designee/ELPAC Coordinator must ensure that Test Examiners administer the Initial ELPAC 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 EB 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 first day of the fall semester, 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: When necessary, the school site administrators has 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) Section K or Section 504 Plan that indicates the need for designated supports and/or accommodations, 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. An IEP team or Section 504 Plan meeting may be needed to consider the need for these items if they are not indicated on the current active version of these documents.

The Initial Alternate ELPAC shall only be given to students newly enrolled with an IEP designation of Alternate ELPAC in IEP Section K. It must be administered in person, one-on-one by a trained TE who interacts with and is most familiar with the student, the student's individual needs, abilities and primary mode of communication.

Note: Alternate ELPAC assignments are typically completed for students transitioning from a PK program as they prepare to enter Kindergarten. If a student is assigned to an alternate assessment, the student will be automatically assigned to all alternate assessments for state assessments (CAA) where applicable.

## II. TRAINING REQUIREMENTS: ELPAC TESTING COORDINATORS

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

1. Complete the 2023-24 ELPAC Security Forms Coordinator Requirements. This training on MyPLN includes the following:
  - a. 2023-24 ELPAC Security Forms Coordinator Training.
  - b. Electronic certification of the 2023-24 ELPAC Security Affidavit and Agreement, completed in Student Testing Branch (STB) Portal via MyPLN.
2. Participate in the 2023-24 Initial ELPAC and Initial Alternate ELPAC Administration Coordinator Training (Facilitated by STB).

3. Complete the *2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration* via Moodle ([moodle.caaspp-elpac.org](https://moodle.caaspp-elpac.org)) – The Site ELPAC Coordinator must complete training for all grade spans at the school site. The training will be facilitated by the Multilingual Multicultural Education Department (MMED) Central and Regional Multilingual Multicultural Academic Language (MMAL) Teams.
4. Complete the *2022–23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC)* Test Examiner Certification course (Via Moodle). This requirement is mandatory for Site ELPAC Coordinators who did not complete the training during the 2022-23 school year.

Upon completion of the ELPAC Testing Coordinator requirements, the ELPAC Coordinator will schedule and facilitate a *2023-24 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 for the grade level/span the TE will be administering.

### III. TRAINING REQUIREMENTS FOR ELPAC TEST EXAMINERS

ELPAC Coordinators are to use the LAUSD 2023-24 *Initial ELPAC Examiner Calibration* training located on the Moodle website to calibrate TEs to reliably administer and score the Initial ELPAC.

The *2023-24 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. TEs 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.

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

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.
  - b. Electronically certify the 2023-24 ELPAC Security Affidavit (Completed in STB Portal via MyPLN).
2. 2023-24 Initial ELPAC and 2023 Summative Alternate ELPAC (for those administering the Alternate only) Administration School-based Training.

3. Complete the *2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration* via Moodle ([moodle.caaspp-elpac.org](http://moodle.caaspp-elpac.org)).
  - a. The TE must complete calibration training for all grades they will be assessing. The training will be facilitated by the site ELPAC Coordinator.
4. *2022–23 Summative Alternate ELPAC (2023-24 Initial Alternate ELPAC) Test Examiner Certification (Via Moodle)*.
  - a. This requirement is mandatory for ELPAC TEs who are administering the Initial Alternate ELPAC this year and did not previously complete the 2022-23 Alternate ELPAC Training.

A Certificate of Completion is generated upon completion of all sections for each course. 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 *2023-24 LAUSD Initial ELPAC Test Examiner Training and Calibration* by all TEs.

**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](http://www.elpac.org)

**ATTACHMENTS:** None

**ASSISTANCE:** For assistance on the Initial ELPAC training, contact your Region Multilingual Multicultural Academic Language Team or Rafael Escamilla, Federal and State Programs Compliance Administrative Coordinator, Multilingual Multicultural Education Department, at (213) 241-5582 or at [rafael.escamilla@lausd.net](mailto: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.