



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2019-20 Training Requirements for Test Examiners on the Initial English Language Proficiency Assessments for California (ELPAC)

NUMBER: MEM-055505.1

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 Department

DATE: August 16, 2019

PURPOSE: The purpose of this Memorandum is to outline the 2019-20 Initial English Language Proficiency Assessments for California (ELPAC) training requirements and guidelines for test examiners.

MAJOR CHANGES: This Memorandum replaces MEM-055505, *2018-19 Training Requirements for Test Examiners on the Initial English Language Proficiency Assessments for California (ELPAC)*, dated August 13, 2018. It provides Initial ELPAC training requirements and procedures for ELPAC Coordinators, school site English Learner (EL) Designees, and ELPAC Text Examiners.

BACKGROUND: State and federal law require that local educational agencies administer a state assessment of English language proficiency (ELP) to eligible students in Transitional Kindergarten (TK) through grade twelve within 30 calendar days of initial enrollment. The Initial ELPAC is used to identify English learners, determine the student’s English language proficiency level (ELP) as well as the appropriate initial language classification and program placement.

INSTRUCTIONS: 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 Initial ELPAC as follows:

ROUTING
 Local District Superintendents
 Administrators of Instruction
 Instructional Directors
 Principals
 Assistant Principals
 EL Programs Staff
 Testing Coordinators
 EL Designees
 UTLA Chapter Chairs



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Elementary schools:

Students are to be assessed in their assigned classrooms by the assigned teacher.

Secondary schools:

Students are to be assessed by their ELD teacher or grade-level ELA teacher.

Only trained certificated staff members (with a teaching credential) are eligible to administer the Initial ELPAC assessment. Trained paraprofessionals with signed affidavits are allowed to assist with proctoring the group Initial ELPAC administration but are not to administer the assessment to students nor score student responses on the assessment.

II. INITIAL ELPAC TRAINING REQUIREMENTS

The 2019-20 Initial ELPAC Training for Test Examiners, consists of two parts:

- Part I: 2019-20 Initial ELPAC Administration Training for Test Examiners (one hour): This part of the face-to-face training provides an overview of the Initial ELPAC administration procedures.
- Part II: 2019-20 Initial ELPAC Scoring Calibration Training for Test Examiners (two hours): This segment of the training is focused on the accurate scoring of the Initial ELPAC by Test Examiners. Participants will take part in the face-to-face training, facilitated by the ELPAC Testing Coordinator consisting of several ELPAC scoring exercises designed to produce consistent scoring across the district.

Test Examiners must complete both parts of the *2019-20 Initial ELPAC Training for Test Examiners* in order to be certified to administer the Initial ELPAC assessment. A Certificate of Completion will be provided to test examiners who have completed Part I and Part II of the Initial ELPAC training.

ELPAC TESTING COORDINATORS:

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

1. Complete the *2019-20 Initial English Language Proficiency Assessments for California (ELPAC) Test Security Affidavit for Examiners and Proctors*
2. Participate in a 6-hour training developed to facilitate Part I and Part II of the *2019-20 Initial ELPAC Training for Test Examiners* provided by the Local District English Learner staff
3. Schedule and provide the Part I and Part II of the *2019-20 Initial ELPAC Training for Test Examiners* for school site test examiners



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4. Secure the *Initial ELPAC 2019-20 Test Security Affidavit for Examiners and Proctors* from all teachers and staff administering the Initial ELPAC

Upon completing the school site *2019-20 Initial ELPAC Training for Test Examiners*, the ELPAC Coordinator will:

1. Ensure all test examiners have completed Part I and Part II of the *2019-20 Initial ELPAC Training for Test Examiners*
2. Prepare and distribute a Certificate of Completion to all test examiners who have completed the training
3. Collect and maintain all Initial ELPAC training documents at the school site for a minimum of five years:
 - Copies of the Certificate of Completion for all test examiners
 - Training agenda(s)
 - Training sign-in(s)
 - Initial ELPAC training materials

EL DESIGNEE:

Upon completion of the school site *2019-20 Initial ELPAC Training for Test Examiners*, the school site EL Designees will:

1. Ensure all newly enrolled potential English Learners are assessed with the Initial ELPAC Assessment within 30 calendar days
2. Enter the Initial ELPAC raw scores in the Test Operation Management System (TOMS) LOCAL SCORING TOOL (LST) as soon as the student is tested
3. File the Student Score Report generated from TOMS' LST in the students' Master Plan folder or the cumulative folder
4. Maintain evidence of students assessed with the Initial ELPAC at the school site for a minimum of five years

TEST EXAMINERS:

Prior to the start of the school site Initial ELPAC administration, the school test examiner will:

1. Electronically sign the *2019-20 Initial ELPAC Test Security Affidavit*
2. Participate in the school site *2019-20 Initial ELPAC Training for Test Examiners*
3. Receive a Certificate of Completion upon completing Part I and Part II of the *2019-20 Initial ELPAC Training for Test Examiners*

**RELATED
RESOURCES:**

[2018 Master Plan for English Learners and Standard English Learners](#)

California Education Code, Section 313

Additional information about the 2019-20 Initial ELPAC is available at



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<https://www.elpac.org/>

[2019-20 Initial ELPAC Administration Instructions](#)

ASSISTANCE: For assistance, please contact your Local District EL Programs Coordinator or the Multilingual and Multicultural Education Department at (213) 241-5582.