

# English Language Proficiency Assessments for California



## A circular logo with a blue outline of the state of Arizona. Inside the circle, there are four illustrations: a man in a hat and vest kneeling and pouring water from a bucket, a butterfly, a fish, and a plant with two flowers.

Last updated September 2024

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**Using this Document**

This document should be used for grades three through twelve remote administration of the Initial ELPAC, the Summative ELPAC, and a standardized administration of the ELPAC Interim Assessments. For instructions on administering the ELPAC in person, refer to the *How to Start an ELPAC Test Session* document.

**NOTE:** Listening, Reading, and Writing Instructions are different for Initial ELPAC and Summative ELPAC administrations. Please refer to the appropriate instructions.

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing

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## Initial ELPAC and ELPAC Interim Assessments

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### Creating a Remote Test Session and Student Logon Instructions for Listening, Reading, and Writing

To begin a test session, complete the following steps:

1. Start or Join a Test Session in the Test Administrator Interface
2. Meet Students in a Video Conference Meeting
3. Have Students Log On to Web-based Student Testing Interface and Complete Sound and Video Playback Check

**i** For the Listening, Reading, and Writing tests, the student will remain in full control of the testing interface. The student's camera must be turned on throughout the duration of the test in the video conference meeting platform.

### 1. Start or Join a Test Session in the Test Administrator Interface

#### Test Administrator Interface

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1. Navigate to the [CAASPP & ELPAC Website](#) on a supported web browser.
2. Select the [Administer a Test Session] button (figure 1).



Figure 1. [Administer a Test Session] button

3. Select the [Test Administrator Interface] button (figure 2).

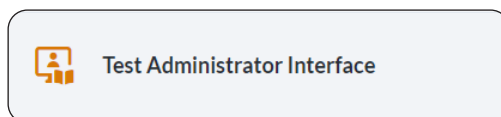


Figure 2. [Test Administrator Interface] button

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

4. Log on to the Test Administrator Interface using your Test Operations Management System (TOMS) sign-in credentials (figure 3).



The screenshot shows the login interface for the Test Administrator. At the top, there are logos for CASPP (California Assessment of Student Performance and Progress) and ELPAC (English Language Proficiency Assessments for California). Below the logos, the word 'Logon' is displayed. Underneath, there are two input fields: 'Email Address' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. Below the 'Password' field is a link that says 'Reset Password'. At the bottom left of the form is a blue button labeled 'Secure Logon'.

Figure 3. Test Administrator Interface *Logon* screen

5. Once you have logged on to the **Test Administrator Interface**, the **[Active Sessions]** tab in the *Test Administration Dashboard* will appear. Start a new session by selecting the **[Start a Remote Session]** button (figure 4).

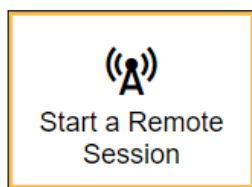
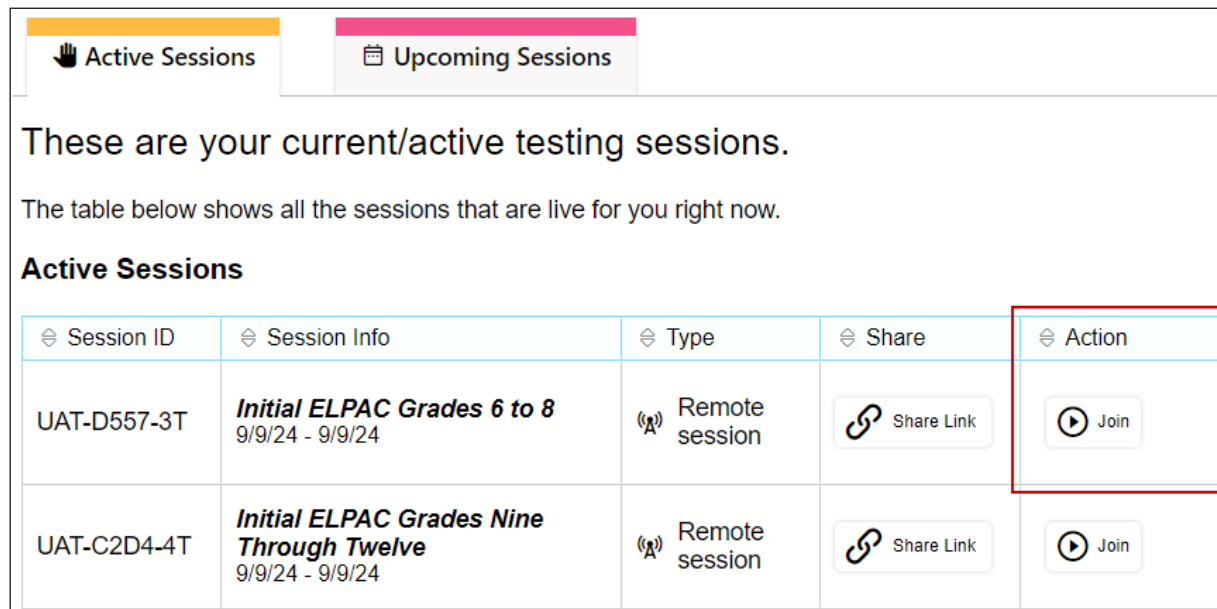


Figure 4.  
[Start a Remote Session] button in the Test Administrator Interface

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

6. To join an active session that had been scheduled previously, select the session's **[Join]** button from the *Action* column (figure 5) of the *Active Sessions* table.



Active Sessions

Upcoming Sessions

These are your current/active testing sessions.

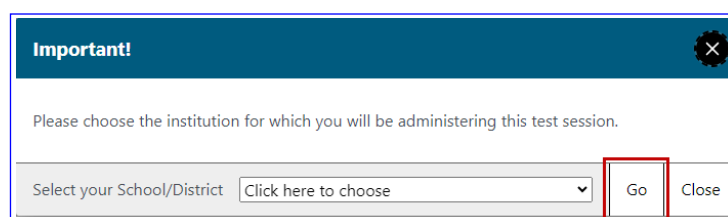
The table below shows all the sessions that are live for you right now.

**Active Sessions**

Session ID	Session Info	Type	Share	Action
UAT-D557-3T	<b>Initial ELPAC Grades 6 to 8</b> 9/9/24 - 9/9/24	Remote session	Share Link	Join
UAT-C2D4-4T	<b>Initial ELPAC Grades Nine Through Twelve</b> 9/9/24 - 9/9/24	Remote session	Share Link	Join

Figure 5. **[Join]** button in the *Active Sessions* table

7. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the **[Go]** button (figure 6). You may only select one school or district at a time. Students who have the session ID and are enrolled in a different school than the one you selected will also be able to test in the same test session as students in other schools, if you have roles in multiple schools. You will only be able to administer tests available for the selected school or district.



**Important!**

Please choose the institution for which you will be administering this test session.

Select your School/District

**Go** Close

Figure 6. *Important!* Message from the Test Administrator Interface

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

8. Select the [Initial English Language Proficiency Assessments (ELPAC)] or the [ELPAC Interim Assessments] test group from the *Operational Test Selection* screen (figure 7) to begin.

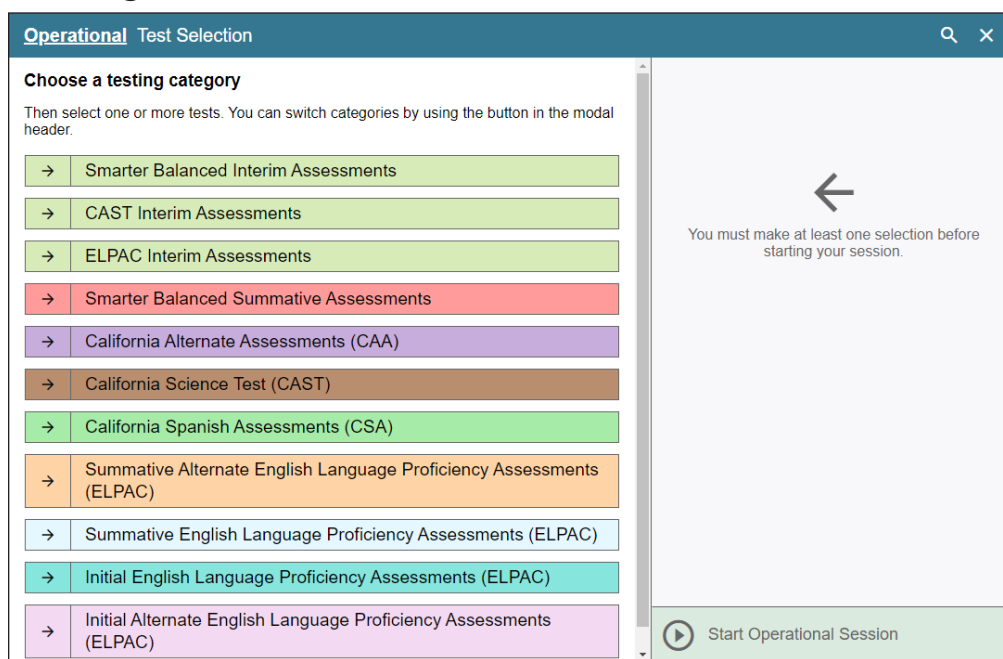


Figure 7. *Operational Test Selection* screen

# Initial ELPAC and ELPAC Interim Assessments—Listening, Reading, and Writing (cont.)

9. Select the grade level or grade span that is appropriate for students. Mark the checkbox for each domain assessment you want to include (figure 8).

Operational Test Selection

Filter By: Add Filter

Initial English Language Proficiency Assessments for California (ELPAC)

Choose which tests to add to your session from the tree, and then start your session.

- + Kindergarten
- + Grade 1
- + Grade 2
- Grades 3-5
  - ☐ Initial ELPAC Grades 3-5 Listening Test
  - ☒ Initial ELPAC Grades 3-5 Reading Test
  - ☐ Initial ELPAC Grades 3-5 Speaking Test
  - ☐ Initial ELPAC Grades 3-5 Writing Test
- + Grades 6-8
- + Grades 9-12

Back

1 Tests Selected Clear All

Initial English Language Proficiency Assessments for California (ELPAC)

Initial ELPAC Grades 3-5 Reading Test

Start Operational Session

Figure 8. Sample expanded *Operational Test Selection* screen

10. Select the [Start Operational Session] button to start the assessment (figure 8).

**NOTE:** When administering the **ELPAC Interim Assessments**, you will need to select a manner of administration (figure 9). From the *Manner of Administration* drop-down list, select *Nonstandardized* or *Standardized/Benchmark*.

Session Settings

Manner of Administration

- Nonstandardized
- Standardized/Benchmark

Figure 9. *Manner of Administration* drop-down list

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

11. You will be presented with the *Camera Access* pop-up box (figure 10) and the *Session Information* pop-up box (figure 11). Test examiners should skip the camera and microphone access check by selecting the [X] in the upper corner or the pop-up box.

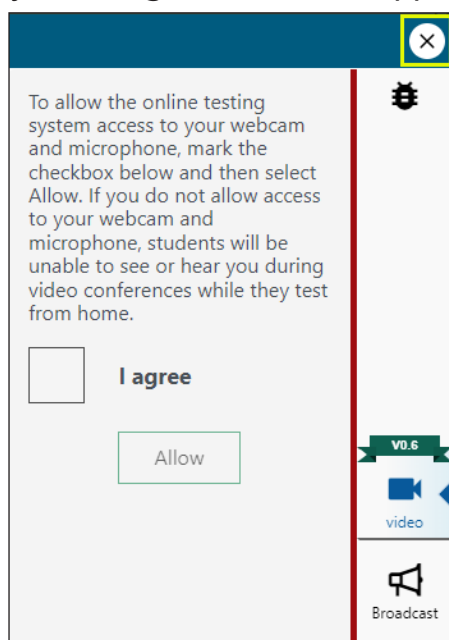


Figure 10. *Camera Access* pop-up box

12. You will be presented with a *Session Information* pop-up box providing you with the session ID and session link (figure 11).

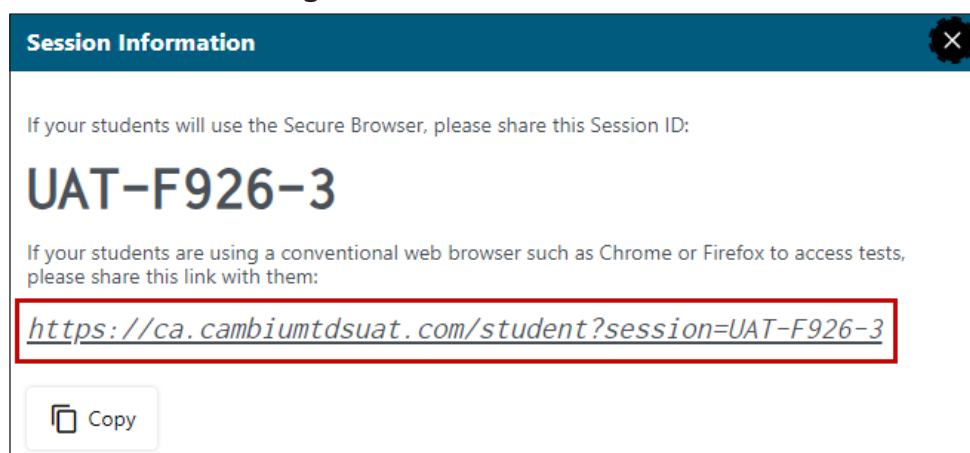


Figure 11. *Session Information* pop-up box

- Copy the URL of the session link in the pop-up box and share it with students via the conference meeting application's chat feature.
- Direct students to select the URL. A new web browser window will open to the web-based Student Testing Interface. If, by selecting the URL, a new window does not open, then a student should copy and paste the URL from the chat into a new web browser window.



# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

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## 2. Meet Students in a Video Conference Meeting

Students must keep their camera on throughout the duration of the test.

### a. Instructions for One-on-One Administration:

**SAY** Today, you will take the ELPAC Listening/Reading/Writing test. First, you need to share your screen with me. Then, you will sign in to the test with the URL link I shared with you.

**i** Guide the student through the process of sharing the screen. If the test examiner determines that the student does not have enough computer familiarity to share the screen or log on to the testing interface, follow the logon instructions for the Speaking test that are located in the applicable Speaking *Directions for Administration (DFA)*.

**i** A student's Statewide Student Identifier (SSID) should be shared with the student in a confidential manner. If the student did not receive their SSID prior to the test session, provide it in the conference meeting chat by sharing through a direct message to the student.

**SAY** Now that you have shared your screen, you will sign in to the testing interface.

### b. Instructions for Group Administration:

**i** Copy the URL of the session link in a new web browser window. Then, share the sign-in window through the video conference meeting platform to guide the students on how to fill out each field (e.g., first name as listed in TOMS and SSID). The session ID will already be filled in from the session link that was provided.

**i** SSIDs should be shared with the students in a confidential manner. If a student did not receive their SSID prior to the test session, provide it in the conference meeting chat by sharing through a direct message to the student. Do not give out a student's SSID verbally in a group administration nor share with the group via the chat function.

**SAY** Today, you will take the ELPAC Listening/Reading/Writing test. After selecting the link I provided, you should see the sign-in screen.

**i** Stop sharing your screen once you have confirmed all students were able to sign in.

**i** IMPORTANT: If a student needs help, it is recommended that a breakout room be created for the student and the proctor to eliminate distracting the other students in the group administration. The test examiner will continue to monitor the other students testing.

**i** If the test examiner determines that the student does not have enough computer familiarity to continue testing, the test examiner can reschedule a one-on-one administration with the student.

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

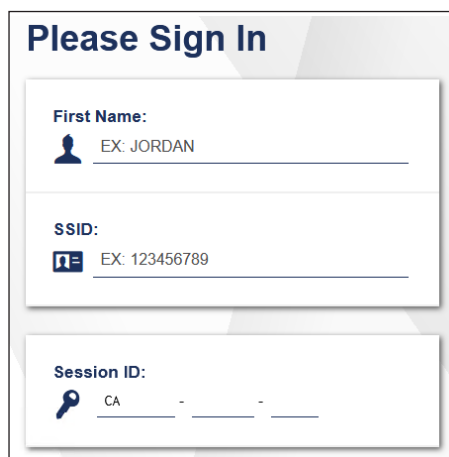
## 3. Have Students Log On to Web-based Student Testing Interface and Complete Sound and Video Playback Check

### Student Interface

**SAY** Enter your first name and your SSID number. The session ID is already filled in for you. Select [Sign In].

13. Check that students entered their first name, followed by their SSID number in the *SSID* field (figure 12).

14. Direct students to select [Sign In].



The screenshot shows a 'Please Sign In' form with three input fields. The first field is labeled 'First Name:' and has a person icon; the example text is 'JORDAN'. The second field is labeled 'SSID:' and has a small icon; the example text is '123456789'. The third field is labeled 'Session ID:' and has a key icon; the example text is 'CA' followed by three dashes.

Figure 12. *Student Sign In* screen

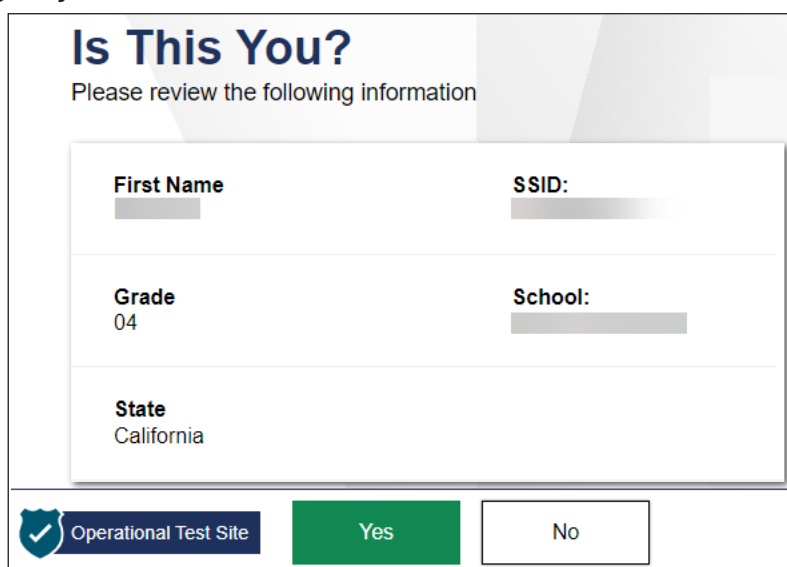
**NOTE:** If there is a special character in the student's first name, the student must use the Unicode character equivalent for that character; instructions for entering characters vary by operating system. Additionally, the Wikipedia topic [Unicode input](#) provides more information about entering Unicode characters and contains links to additional resources.

- Windows:** Press [Alt] + number pad [####]. For example, press [Alt] + keypad [0201] to create the "É" in "JOSÉ."
- Chrome:** Press [Ctrl] + [Shift] + [U] until an underlined "U" is displayed, and then key in the key sequence for the character. For example, after the underlined "U," type [00C9] + [Enter] or [Space] to create the "É" in "JOSÉ."
- macOS and iOS:** Hold the standard character key until the Unicode accent characters are displayed. For example, holding down [A] will provide eight accented versions of the letter "A."
- Linux:** Press [Ctrl] + [Shift], type [U], and then type the hexadecimal digits.

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

**SAY** Is that information about you correct? Then select [Yes].

13. Verify that the student information is correct on the *Is This You?* screen (figure 13). If the information is incorrect, direct the student to select [No] and notify your local educational agency (LEA) ELPAC coordinator or site ELPAC coordinator.

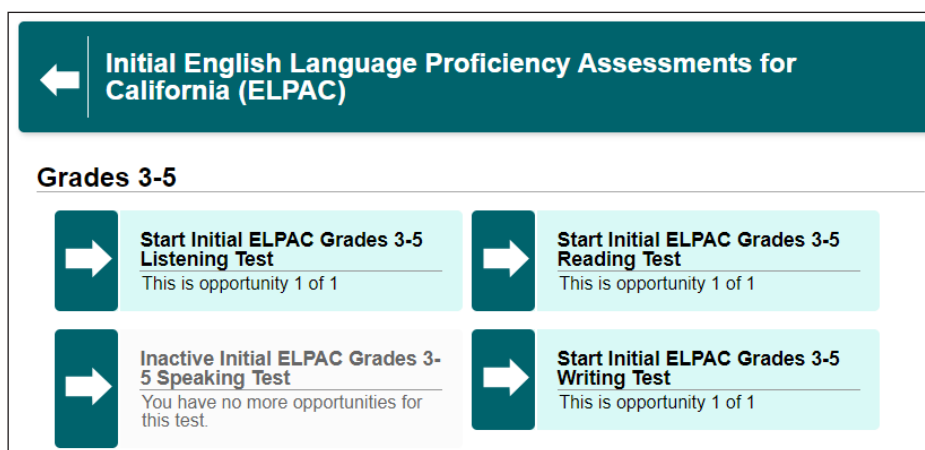


The screenshot shows a web interface titled "Is This You?" with the instruction "Please review the following information". Below this is a form with four fields: "First Name" (empty), "SSID:" (empty), "Grade" (04), and "School:" (empty). At the bottom of the form, the "State" is listed as "California". Below the form are three buttons: a blue button with a checkmark icon and the text "Operational Test Site", a green button with the text "Yes", and a white button with the text "No".

Figure 13. *Is This You?* screen

**SAY** Select the Reading/Listening/Writing test. Then you will wait for me to approve the test.

14. Direct students to select the appropriate assessment (figure 14) and then approve student assessments in the **Test Administrator Interface** (figure 15).



The screenshot shows a web interface titled "Initial English Language Proficiency Assessments for California (ELPAC)". Below the title is a section for "Grades 3-5". There are four buttons, each with a right-pointing arrow icon. The first button is labeled "Start Initial ELPAC Grades 3-5 Listening Test" and "This is opportunity 1 of 1". The second button is labeled "Start Initial ELPAC Grades 3-5 Reading Test" and "This is opportunity 1 of 1". The third button is labeled "Inactive Initial ELPAC Grades 3-5 Speaking Test" and "You have no more opportunities for this test." The fourth button is labeled "Start Initial ELPAC Grades 3-5 Writing Test" and "This is opportunity 1 of 1".

Figure 14. Sample *Your Tests* selection box

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

## Test Administrator Interface

15. Access the student approvals by selecting the **[Approvals]** tab (figure 15).

**i** Prior to approval, select the **[View]** eye [👁] icon in the *See Details* column to view a student's settings for the current test. The check mark [✓] icon allows you to approve the test, and the [X] allows you to deny the test.

**i** “Custom” in the *See Details* column indicates a student has been assigned test settings. Confirm that the correct test settings have been applied.

- If a student's test settings are incorrect, there are some specific settings that can be corrected immediately in the Test Administrator Interface.
- If you identify a test setting that needs to be added and you are not able to select the setting in the Test Administrator Interface, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.

**i** Proceed with approving students to test.

The screenshot displays the 'Remote Test Administration' interface. At the top, there's a header with 'Test Administration' and 'Remote' tabs. Below this, a navigation bar includes 'Operational Session ID' (UAT-1B53-3), 'Select Tests', 'Student Lookup', and 'Approvals' (highlighted with a red box and a '1' badge). To the right of 'Approvals' are buttons for 'Stop Session', 'Broadcast Message', 'Refresh Page', and 'Menu'. Below the navigation bar, a status bar shows 'Approvals and Student Test Settings' and an 'Approve All Students' button. A summary bar indicates '1 students awaiting approval', '0 active students (max 200)', and '0 tests in session'. Below this, a table titled 'Initial ELPAC Grades 3-5 Reading Test - 1 student(s)' lists student details. The table has columns for 'Student Name', 'SSID', 'Opp #', 'See Details', and 'Action'. The 'See Details' column for the first student shows an eye icon (highlighted with a red box) and the word 'Default'. The 'Action' column for the same student shows a checkmark icon (highlighted with a red box) and an 'X' icon.

Student Name	SSID	Opp #	See Details	Action
[Redacted]	[Redacted]	1	👁 Default	✓ X

Figure 15. *Remote Test Administration* screen

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

16. Complete the Sound and Video Playback Check.

**SAY** You are going to do a few audio and video checks. First, let's start with the camera check.

## Student Interface


**SAY** For the camera check, select the [Skip] button for an interim assessment. This button does not appear for an operational assessment.

**i** The “Camera Check” section is presented in figure 16.

**Audio/Video Checks**  
Your test uses multi-media features. Please perform the following checks before continuing.

**Camera Check**  
Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.

☒ I agree to grant the browser permission to access the camera.



**Next Step:**  
If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

**I see myself** **I cannot see myself**

Figure 16. “Camera Check” section of the *Audio/Video Checks* page

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)


**SAY** Now we need to check whether your microphone is working.

**i** The “Recording Device Check” section is presented in figure 17. This check is used to confirm that a student’s microphone is working so students will be able to communicate with the test examiner through the web browser.


**SAY** Select the microphone to record your answer here and then describe your favorite food. When you are done, select the square [Stop] button and then the triangle [Play] button. If you can hear your voice, you should select the [I heard my recording] button.

### Recording Device Check

Make sure your recording device is working.



1. To start recording, press the Microphone button.
2. Describe your favorite food.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.



**Next Step:**

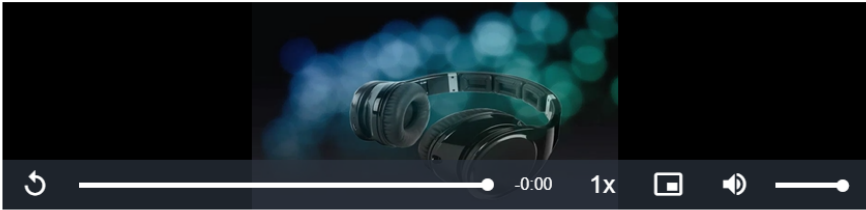
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

Figure 17. “Recording Device Check” section of the *Audio/Video Checks* page

**SAY** Select the [Play] arrow icon to play the short video. Select the [I could play the sound and video] option if you could hear the sound.

**i** The “Sound and Video Playback Check” section is presented in figure 18.

### Sound and Video Playback Check



Make sure sound and video playback are working. To play the sample sound and video, press the play button.

**Next Step:**

If you were able to play the sound and video, choose **I could play the sound and video**. If not, choose **I could not play the sound or video**.

Figure 18. “Sound and Video Playback Check” section of the *Audio/Video Checks* page

# Initial ELPAC and ELPAC Interim Assessments— Listening, Reading, and Writing (cont.)

**SAY** For the **Text-to-Speech Sound Check**, select the **[Skip TTS Check]** button.

**i** The “Text-to-Speech Sound Check” section is presented in figure 19.

**Text-to-Speech Sound Check**  
Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

**Sound Settings**  
Current Voice Pack: Microsoft David - English (United States) ▼  
Use the sliders to adjust the available Text-to-Speech settings.

**Volume**  
10

**Pitch**  
10

**Rate**  
10

**Next Step:**  
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

I heard the voice I did not hear the voice Skip TTS Check

Figure 19. “Text-to-Speech Sound Check” section of the *Audio/Video Checks* page

**SAY** When you have completed the audio and video checks, the *Instructions and Help* screen will appear. Here you can view the test settings and the help guide before beginning the test. When you are ready to begin, select **[Begin Test now]**. Listen to the directions.

**i** The *Instructions and Help* screen is presented in figure 20.

**Instructions and Help**  
You may select the question mark button to access this Help Guide at any time during your test.

**Test Settings**  
Use this button to review your test settings.  
View Test Settings

**Help Guide**  
The Help Guide and test rules can be accessed at any time by using the help button at the top-right of the test page.  
View Help Guide

Operational Test Site Begin Test Now Return to Login

Figure 20. **[Begin Test Now]** button on the *Instructions and Help* screen

**i** Refer to the applicable *DFA* for the specific domain administration instructions.

**i** Monitor students using the video conference meeting camera and use the Test Administrator Interface to monitor student progress.

# Summative ELPAC—Listening, Reading, and Writing

## Summative ELPAC

### Creating a Remote Testing Session and Student Logon Instructions for Listening, Reading, and Writing

To begin a test session, complete the following steps:

1. Start or Join a Test Session in the Test Administrator Interface
2. Meet Students in a Video Conference Meeting
3. Students Leave Video Meeting and Log On to the Secure Browser
4. Approve Tests and Monitor Students in the Test Administrator Interface

**i** For the Listening, Reading, and Writing tests, the student will remain in full control of the testing interface. The student's camera must be turned on throughout the duration of the test.

#### 1. Start or Join a Test Session in the Test Administrator Interface

##### Test Administrator Interface

1. Navigate to the [CAASPP & ELPAC Website](#) on a supported web browser.
2. Select the **[Administer a Test Session]** button (figure 1).



Figure 1. **[Administer a Test Session]** button

3. Select the **[Test Administrator Interface]** button (figure 2).

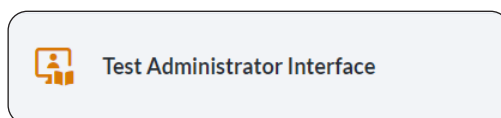


Figure 2. **[Test Administrator Interface]** button



# Summative ELPAC—Listening, Reading, and Writing (cont.)

4. Log on to the Test Administrator Interface using your TOMS sign-in credentials (figure 3).

The screenshot shows the login interface for the Test Administrator Interface. At the top, there are logos for 'caspp' (California Assessment of Student Performance and Progress) and 'ELPAC' (English Language Proficiency Assessments for California). Below the logos, the word 'Logon' is displayed. Underneath, there are two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a placeholder text 'Email Address'. The 'Password' field has a placeholder text 'Password' and a toggle icon (an eye) to its right. Below the password field is a link that says 'Reset Password'. At the bottom of the form is a blue button labeled 'Secure Logon'.

Figure 3. Test Administrator Interface *Logon* screen

5. Once you have logged on to the **Test Administrator Interface**, the **[Active Sessions]** tab in the *Test Administration Dashboard* will appear. Start a new session by selecting the **[Start a Remote Session]** button (figure 4).

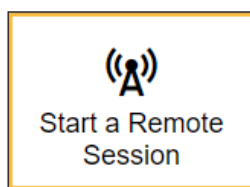
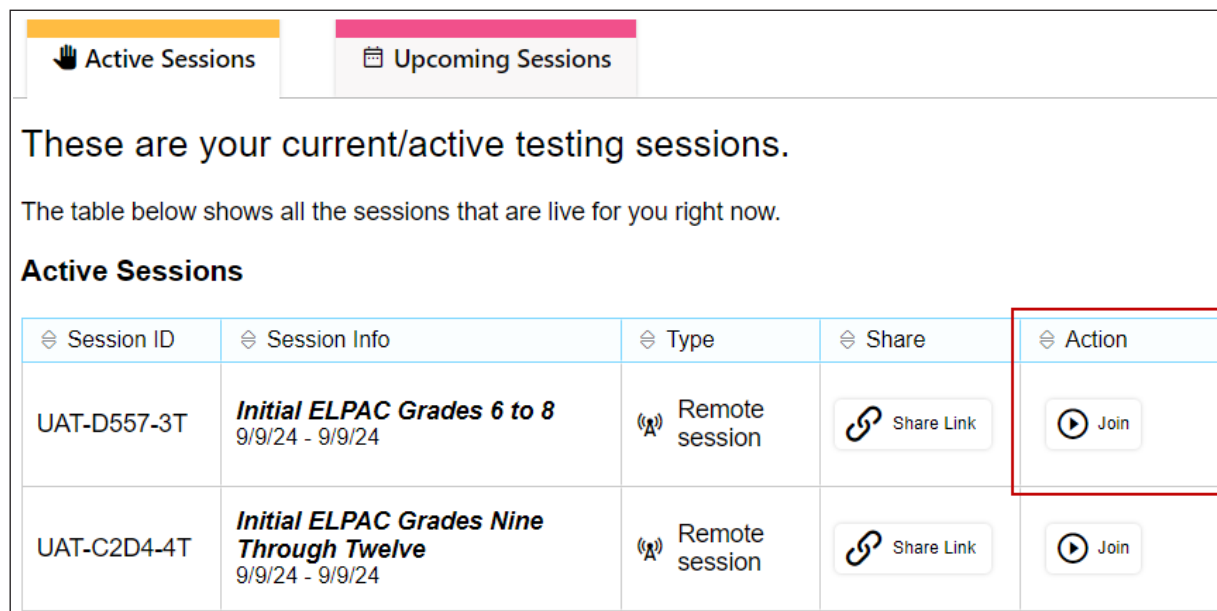


Figure 4.

**[Start a Remote Session]** button in the Test Administrator Interface

# Summative ELPAC—Listening, Reading, and Writing (cont.)

6. To join an active session that had been scheduled previously, select the session's [Join] button from the *Action* column (figure 5) of the *Active Sessions* table.

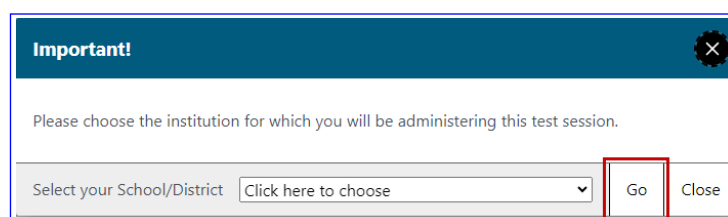


The screenshot shows a web interface with two tabs: "Active Sessions" (selected) and "Upcoming Sessions". Below the tabs, a message states: "These are your current/active testing sessions. The table below shows all the sessions that are live for you right now." Below this is a table titled "Active Sessions". The table has five columns: Session ID, Session Info, Type, Share, and Action. The first row shows a session with ID "UAT-D557-3T", titled "Initial ELPAC Grades 6 to 8" for dates "9/9/24 - 9/9/24", of type "Remote session", with a "Share Link" button, and a "Join" button. The second row shows a session with ID "UAT-C2D4-4T", titled "Initial ELPAC Grades Nine Through Twelve" for dates "9/9/24 - 9/9/24", of type "Remote session", with a "Share Link" button, and a "Join" button. A red rectangular box highlights the "Join" button in the "Action" column of the first row.

Session ID	Session Info	Type	Share	Action
UAT-D557-3T	<b>Initial ELPAC Grades 6 to 8</b> 9/9/24 - 9/9/24	Remote session	Share Link	Join
UAT-C2D4-4T	<b>Initial ELPAC Grades Nine Through Twelve</b> 9/9/24 - 9/9/24	Remote session	Share Link	Join

Figure 5. [Join] button in the *Active Sessions* table

7. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the [Go] button (figure 6). You may only select one school or district at a time. Students who have the session ID and are enrolled in a different school than the one you selected will also be able to test in the same test session as students in other schools, if you have roles in multiple schools. You will only be able to administer tests available for the selected school or district.



The screenshot shows a modal message box with a dark blue header containing the text "Important!" and a close button (X). The main text reads: "Please choose the institution for which you will be administering this test session." Below this is a form with a label "Select your School/District", a dropdown menu with the placeholder text "Click here to choose", and two buttons: "Go" and "Close". A red rectangular box highlights the "Go" button.

Figure 6. *Important!* Message from the Test Administrator Interface

# Summative ELPAC—Listening, Reading, and Writing (cont.)

8. Select the [Summative English Language Proficiency Assessments (ELPAC)] test group from the *Operational Test Selection* screen (figure 7) to begin.

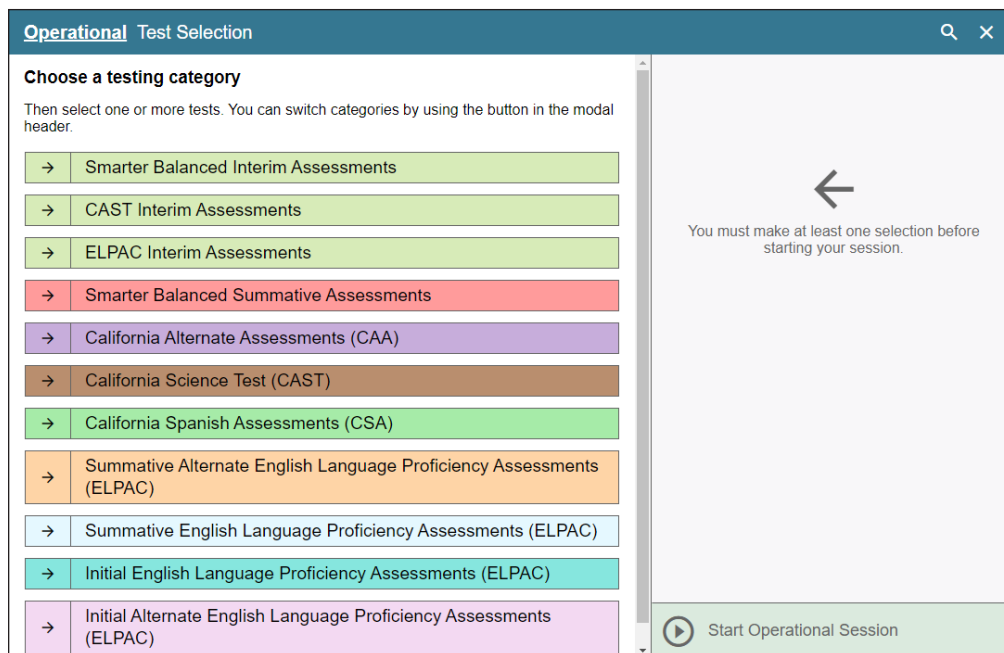


Figure 7. *Operational Test Selection* screen

9. Select the grade level or grade span that is appropriate for the students. Mark the checkbox for each domain assessment you want to include (figure 8).

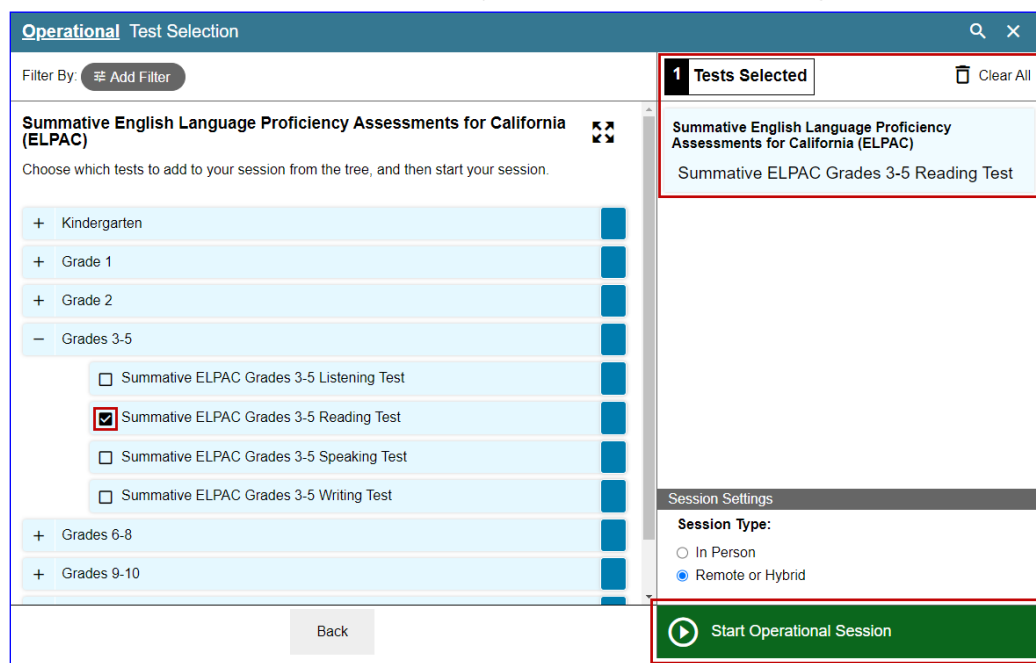


Figure 8. Sample expanded *Operational Test Selection* screen

10. Select the [Start Operational Session] button to start the assessment (figure 8).

# Summative ELPAC—Listening, Reading, and Writing (cont.)

11. You will be presented with the *Camera Access* pop-up box (figure 9) and the *Session Information* pop-up box (figure 10). Test examiners should agree to the camera and microphone access check.

**i** You may need to toggle your camera on and off.

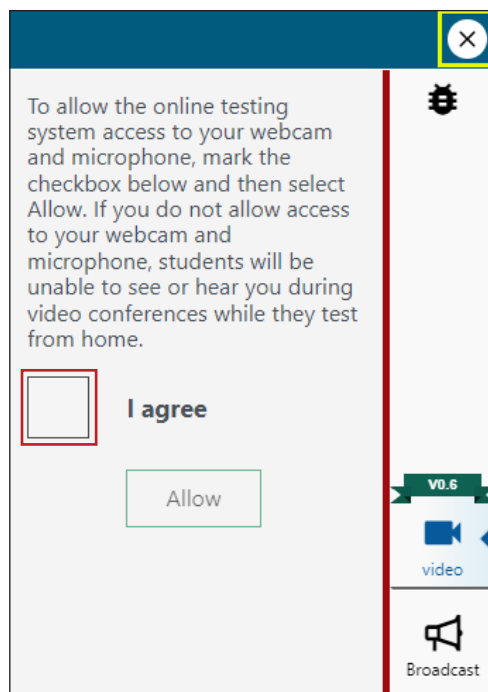


Figure 9. *Camera Access* pop-up box

12. You will be presented with a *Session Information* pop-up box providing you with the session ID and session link (figure 10). Leave this screen open so you can share the session ID with students in the video conference meeting.

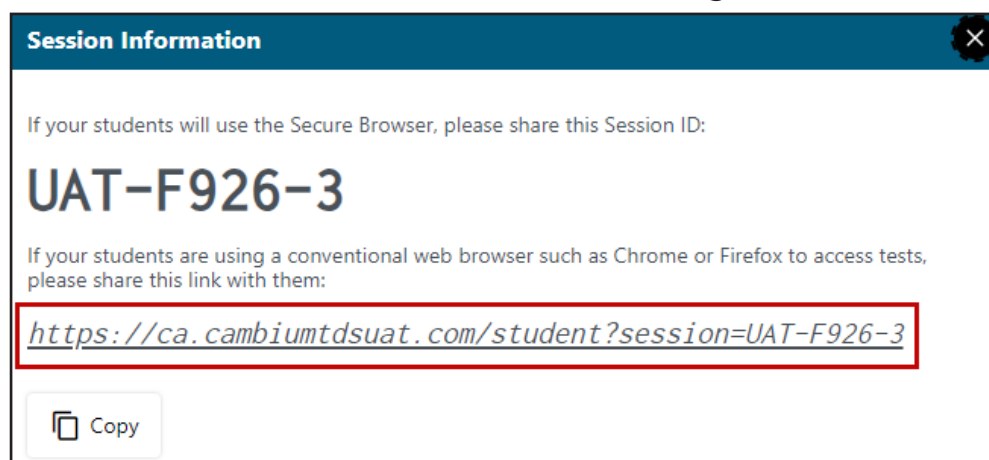


Figure 10. *Session Information* pop-up box

# Summative ELPAC—Listening, Reading, and Writing (cont.)

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## 2. Meet Students in a Video Conference Meeting

Within a video conference meeting, test examiners can complete the following actions:

- Show students the demonstration video “How to Take a Remote Test.”
- Share SSIDs securely and provide students with the session ID.
- Inform students that they will be starting with the Listening, Reading, or Writing test.
- Tell students what to do if they cannot log on or have connectivity issues during testing.
  - i** If possible, leave the video conference meeting open so that students may rejoin if they have issues. Instruct students that if they have issues, they should pause the test, if possible, and log off the test delivery system and rejoin the video conference meeting. Refer to the [Common Icons and Troubleshooting Tips](#) section of the *ELPAC Online Test Administration Manual* for some common remote testing issues.
- Instruct students to leave the meeting and make sure all applications on their device are closed before opening the secure browser.

## 3. Students Leave Video Meeting and Log On to the Secure Browser

- i** You cannot approve the students to test until they have logged on to the secure browser and selected their tests.

# Summative ELPAC—Listening, Reading, and Writing (cont.)

## 4. Approve Tests and Monitor Students in the Test Administrator Interface

### Test Administrator Interface

13. Access the student approvals by selecting the **[Approvals]** tab (figure 11).

**i** Prior to approval, select the **[View]** eye [👁] icon in the *See Details* column to view the student's settings for the current test. The check mark [✓] icon allows you to approve the test, and the [X] allows you to deny the test.

**i** “Custom” in the *See Details* column indicates the student has been assigned test settings. Confirm that the correct test settings have been applied. If the student's test settings are incorrect, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.

**i** Confirm against your roster that all students have moved from the video conferencing meeting into the test session.

**i** Proceed with approving students to test.

The screenshot displays the 'Remote Test Administration' interface. At the top, there's a header with 'Coaspp' and 'ELPAC' logos, and tabs for 'Test Administration' and 'Remote'. Below the header, a navigation bar includes 'Operational Session ID' (UAT-1B53-3), 'Select Tests', 'Student Lookup', and 'Approvals' (highlighted with a red box and a '1' badge). To the right of 'Approvals' are buttons for 'Stop Session', 'Broadcast Message', 'Refresh Page', and 'Menu'. Below the navigation bar, a section titled 'Approvals and Student Test Settings' contains a summary: '1 students awaiting approval', '0 active students (max 200)', and '0 tests in session'. A legend indicates that a blue dot represents 'Initial English Language Proficiency Assessments for California (ELPAC)'. Below this is a table titled 'Initial ELPAC Grades 3-5 Reading Test - 1 student(s)'. The table has columns for 'Student Name', 'SSID', 'Opp #', 'See Details', and 'Action'. The 'See Details' column for the first student shows an eye icon (highlighted with a red box) and the word 'Default'. The 'Action' column for the same student shows a checkmark icon (highlighted with a red box) and an 'X' icon.

Student Name	SSID	Opp #	See Details	Action
[Redacted]	[Redacted]	1	👁 Default	✓ X

Figure 11. Remote Test Administration screen

**NOTE:** Test examiners should monitor students during testing. For information about monitoring student progress in a remote administration, refer to the [Remote Testing Features](#) subsection of the *ELPAC Online Test Administration Manual*.

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking

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## Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments

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### Creating a Remote Testing Session and Student Logon Instructions for Speaking

To begin a test session, complete the following steps:

1. Start or Join a Test Session in the Test Administrator Interface
2. Meet Student in the Video Conference Meeting
3. Log Student On to Web-based Student Testing Interface
4. Share Screen and Computer Audio with Student
5. Complete Recording Device and Audio/Video Checks

**i** For the Speaking test, the test examiner is going to remain in full control of the testing interface. The test examiner will display the test through a video conferencing platform. The student must keep the camera on throughout the duration of the test.

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Complete the following steps to begin the assessment.

#### 1. Start or Join a Test Session in the Test Administrator Interface

##### Test Administrator Interface

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1. Navigate to the [CAASPP & ELPAC Website](#) on a supported web browser.
2. Select the [Administer a Test Session] button (figure 1).

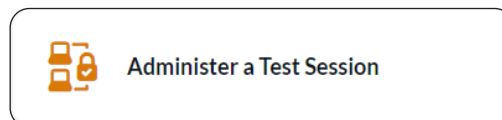


Figure 1. [Administer a Test Session] button

3. Select the [Test Administrator Interface] button (figure 2).

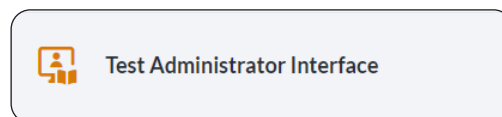


Figure 2. [Test Administrator Interface] button

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

4. Log on to the Test Administrator Interface using your TOMS sign-in credentials (figure 3). If you have used the **Data Entry Interface (DEI)** to enter student responses, you may need to clear your web browser cache to successfully access the Student Interface, which is necessary for administering the tests.

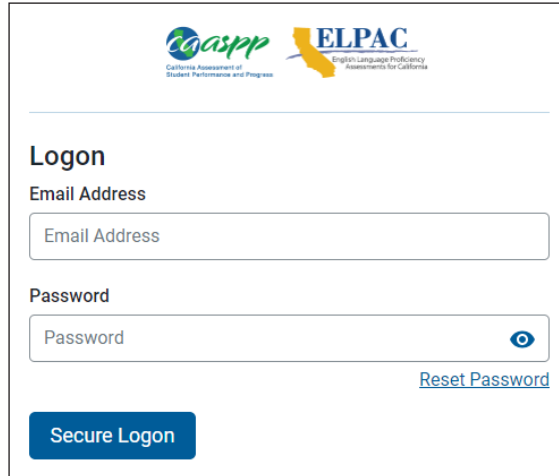


Figure 3. Test Administrator Interface *Logon* screen

5. Once you have logged on to the **Test Administrator Interface**, the **[Active Sessions]** tab in the *Test Administration Dashboard* will appear. Start a new session by selecting the **[Start a Remote Session]** button (figure 4).

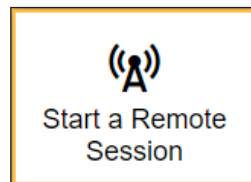
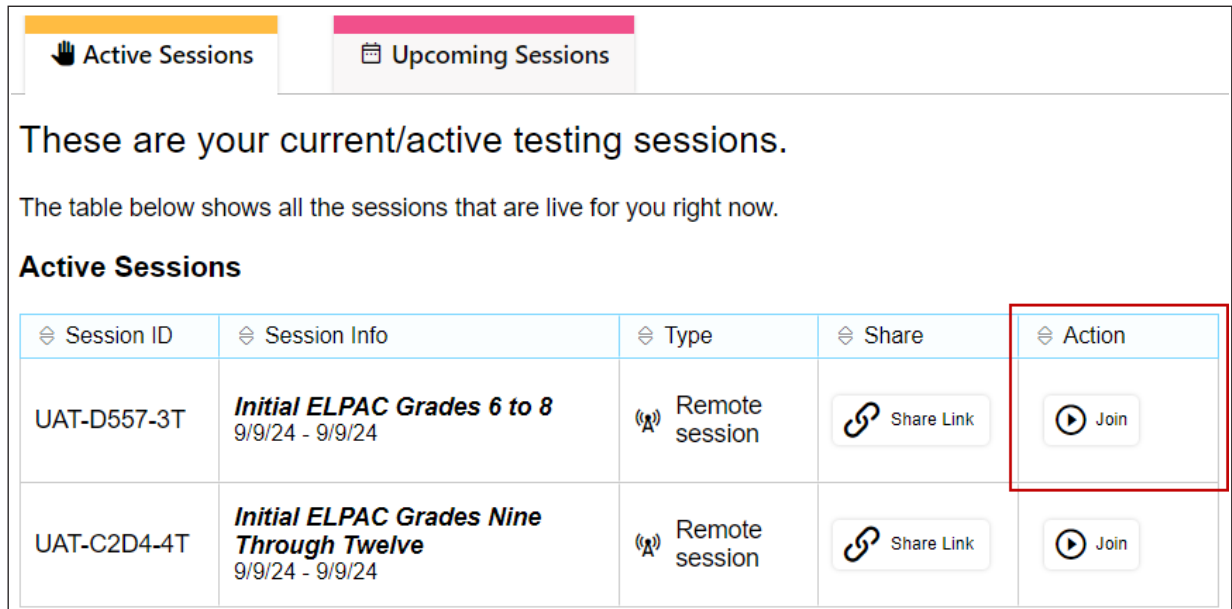


Figure 4.  
[Start a Remote Session] button in the Test Administrator Interface



# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

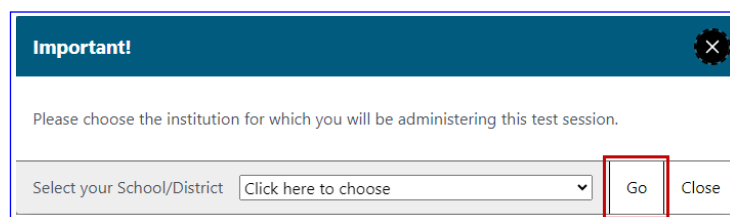
6. To join an active session that had been scheduled previously, select the session's **[Join]** button from the *Action* column (figure 5) of the *Active Sessions* table.



Session ID	Session Info	Type	Share	Action
UAT-D557-3T	<b>Initial ELPAC Grades 6 to 8</b> 9/9/24 - 9/9/24	Remote session	<a href="#">Share Link</a>	<a href="#">Join</a>
UAT-C2D4-4T	<b>Initial ELPAC Grades Nine Through Twelve</b> 9/9/24 - 9/9/24	Remote session	<a href="#">Share Link</a>	<a href="#">Join</a>

Figure 5. **[Join]** button in the *Active Sessions* table

7. If you are associated with multiple schools, an *Important!* message appears when you log on. Select the appropriate school from the drop-down list in this message and select the **[Go]** button (figure 6). You may only select one school or district at a time. Students who have the session ID and are enrolled in a different school than the one you selected will also be able to test in the same test session as students in other schools, if you have roles in multiple schools. You will only be able to administer tests available for the selected school or district.



**Important!**

Please choose the institution for which you will be administering this test session.

Select your School/District

[Go](#) [Close](#)

Figure 6. *Important!* Message from the Test Administrator Interface

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

8. Select the [Initial English Language Proficiency Assessments (ELPAC)] or the [ELPAC Interim Assessments] test group from the *Operational Test Selection* screen (figure 7) to begin.

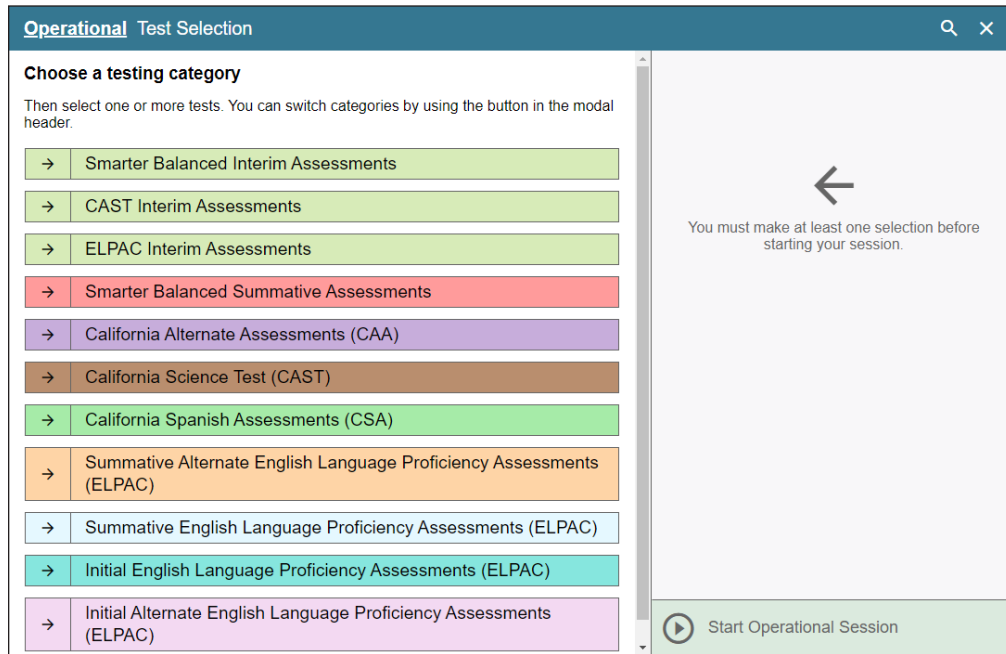


Figure 7. *Operational Test Selection* screen

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

9. Select the grade level or grade span that is appropriate for the student. Mark the checkbox for each domain assessment you want to include (figure 8).

The screenshot shows the 'Operational Test Selection' interface. On the left, under 'Initial English Language Proficiency Assessments for California (ELPAC)', there is a tree view. The 'Grades 3-5' category is expanded, showing four tests: 'Initial ELPAC Grades 3-5 Listening Test', 'Initial ELPAC Grades 3-5 Reading Test' (which is checked), 'Initial ELPAC Grades 3-5 Speaking Test', and 'Initial ELPAC Grades 3-5 Writing Test'. On the right, a 'Tests Selected' box lists the selected tests. At the bottom right, there is a green 'Start Operational Session' button. A 'Back' button is at the bottom left.

Figure 8. Expanded *Operational Test Selection* screen

10. Select the [Start Operational Session] button to start the assessment (figure 8).

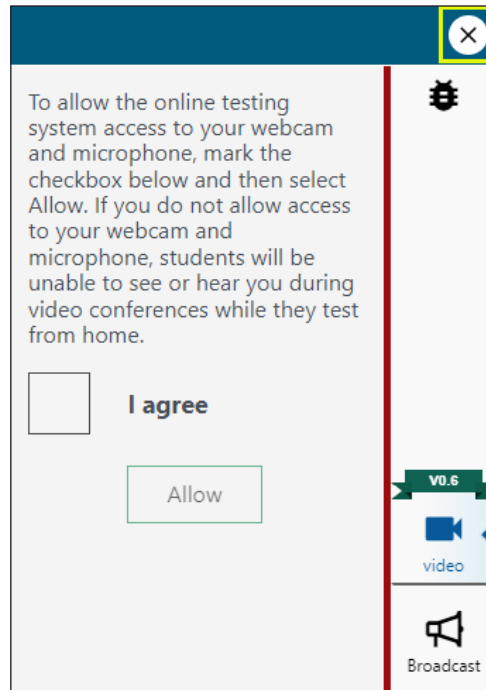
**NOTE:** When administering the **ELPAC Interim Assessments** you will need to select a manner of administration (figure 9). From the *Manner of Administration* drop-down list, select *Nonstandardized* or *Standardized/Benchmark*.

The screenshot shows the 'Session Settings' window. The 'Manner of Administration' drop-down menu is open, displaying two options: 'Nonstandardized' and 'Standardized/Benchmark'. The 'Standardized/Benchmark' option is highlighted.

Figure 9. *Manner of Administration* drop-down list

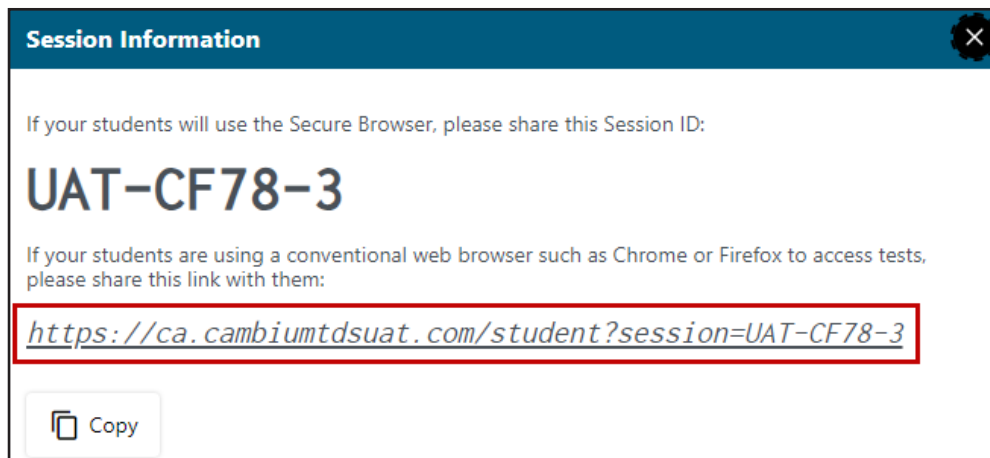
# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

11. You will be presented with the *Camera Access* pop-up box (figure 10) and the *Session Information* pop-up box (figure 11). Test examiners should skip the camera and microphone access check by selecting the [X] in the upper corner or the pop-up box.



**Figure 10. Camera Access pop-up box**

12. You will be presented with a *Session Information* pop-up box providing you the session ID and session link (figure 11). Copy the URL in the pop-up box and paste it into a new web browser window to open the web-based Student Testing Interface.



**Figure 11. Session Information pop-up box**

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

## 2. Meet Student in the Video Conference Meeting

**i** The student must keep their camera on throughout the duration of the test in the video conference meeting.

**SAY** Today, you will take the ELPAC Speaking test. First, I am going to sign you in.

**i** For the Speaking domain, the test examiner will be in full control of the web-based Student Testing Interface.

## 3. Log Student On to Web-based Student Testing Interface

### Student Interface

13. Log the student on by entering the student's first name as listed in TOMS, followed by the student's SSID number in the *SSID* field (figure 12).
14. The session ID will already be filled in as a result of copying the session link. Select **[Sign In]**.

**Please Sign In**

**First Name:**  
EX: JORDAN

**SSID:**  
EX: 123456789

**Session ID:**  
CA - - -

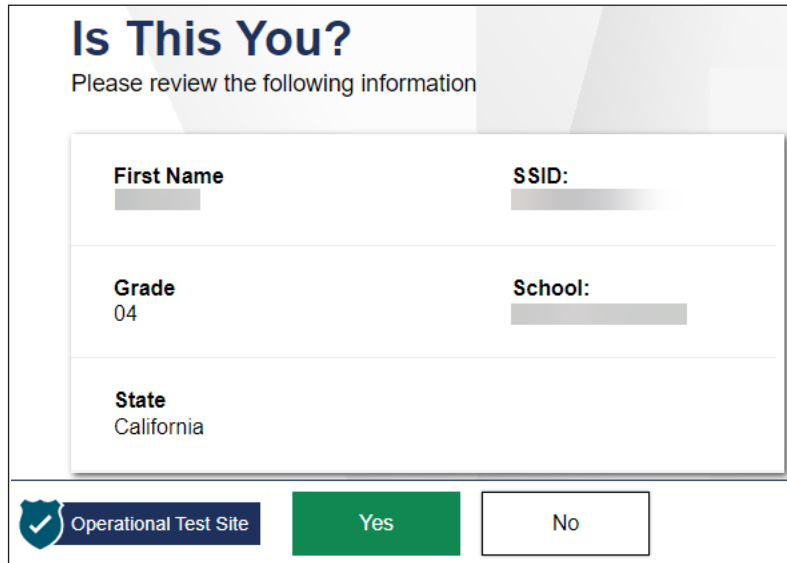
Figure 12. *Student Sign In* screen

**NOTE:** If there is a special character in the student's first name, the student must use the Unicode character equivalent for that character; instructions for entering characters vary by operating system. Additionally, the Wikipedia topic [Unicode input](#) provides more information about entering Unicode characters and contains links to additional resources.

- a. **Windows:** Press [Alt] + number pad [####]. For example, press [Alt] + keypad [0201] to create the "É" in "JOSÉ."
- b. **Chrome:** Press [Ctrl] + [Shift] + [U] until an underlined "U" is displayed, and then key in the key sequence for the character. For example, after the underlined "U," type [00C9] + [Enter] or [Space] to create the "É" in "JOSÉ."
- c. **macOS and iOS:** Hold the standard character key until the Unicode accent characters are displayed. For example, holding down [A] will provide eight accented versions of the letter "A."
- d. **Linux:** Press [Ctrl] + [Shift], type [U], and then type the hexadecimal digits.

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

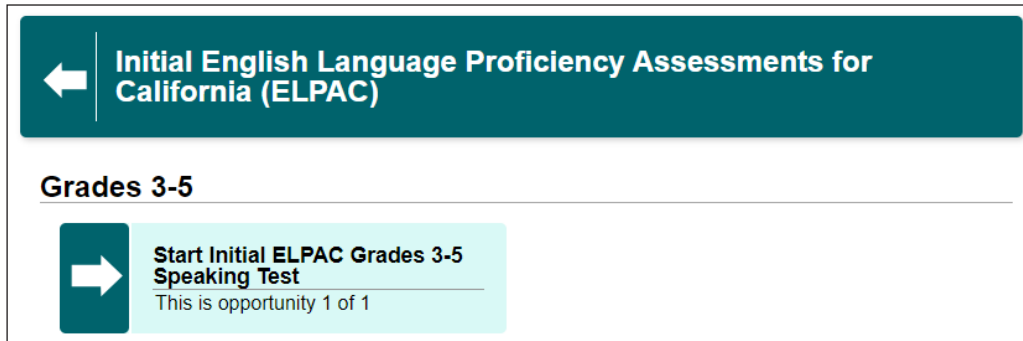
13. Verify that the student information is correct on the *Is This You?* screen (figure 13). Select **[Yes]** to continue. (Select **[No]** if the student information is not correct. Notify your LEA ELPAC coordinator or site ELPAC coordinator if it is not.)



The screenshot shows a web interface titled "Is This You?" with the instruction "Please review the following information". Below this is a form with three rows of input fields. The first row contains "First Name" and "SSID:". The second row contains "Grade" (with "04" entered) and "School:". The third row contains "State" (with "California" entered). At the bottom left is a blue button with a shield icon and the text "Operational Test Site". To its right are two buttons: a green "Yes" button and a white "No" button.

Figure 13. *Is This You?* screen

14. On the test selection screen, select the appropriate assessment (figure 14) and then approve the student's assessment in the **Test Administrator Interface** (figure 15).



The screenshot shows a selection box with a dark teal header bar containing a left-pointing arrow and the text "Initial English Language Proficiency Assessments for California (ELPAC)". Below the header, the text "Grades 3-5" is displayed. Underneath, there is a light teal button with a right-pointing arrow and the text "Start Initial ELPAC Grades 3-5 Speaking Test". Below the button, it says "This is opportunity 1 of 1".

Figure 14. Sample *Your Tests* selection box

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

## Test Administrator Interface

15. Access the student approvals by selecting the **[Approvals]** tab (figure 15).

**i** Prior to approval, select the **[View]** eye [👁] icon in the *See Details* column to view the student's settings for the current test. The check mark [✓] icon allows you to approve the test, and the [X] allows you to deny the test.

**i** “Custom” in the *See Details* column indicates the student has been assigned test settings. Confirm that the correct test settings have been applied.

- For the **Initial ELPAC or ELPAC Interim Assessments**, if the student's test settings are incorrect, there are some specific settings that can be corrected immediately in the Test Administrator Interface. If you identify a test setting that needs to be added and you are not able to select the setting in the Test Administrator Interface, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.
- For the **Summative ELPAC**, if the student's test settings are incorrect, deny the student, contact the LEA ELPAC coordinator or site ELPAC coordinator to correct the test settings in TOMS, and test the student another day.

**i** Proceed with approving the student to test.

The screenshot displays the 'Remote Test Administration' interface. At the top, there's a header with 'Test Administration | Remote' and a 'Help Guide' link. Below this is a navigation bar with 'Operational Session ID' (UAT-611C-5), 'Select Tests', 'Student Lookup', and 'Approvals' (highlighted with a red box and a '1' badge). To the right of 'Approvals' are buttons for 'Stop Session', 'Broadcast Message', 'Refresh Page', and 'Menu'. Below the navigation bar is a section titled 'Approvals and Student Test Settings' with a sub-header 'Approve All Students'. This section shows '1 students awaiting approval', '0 active students (max 200)', and '0 tests in session'. A legend indicates that a blue dot represents 'Initial English Language Proficiency Assessments for California (ELPAC)'. Below this is a table titled 'Initial ELPAC Grades 3-5 Speaking Test - 1 student(s)'. The table has columns for 'Student Name', 'SSID', 'Opp #', 'See Details', and 'Action'. The 'See Details' column for the student shows a red box around the 'Custom' label and an eye icon. The 'Action' column shows a red box around a checkmark icon and an 'X' icon.

Student Name	SSID	Opp #	See Details	Action
[Redacted]	[Redacted]	1	Custom [Eye Icon]	[Checkmark Icon] [X Icon]

Figure 15. Remote Test Administration screen

## 4. Share Screen and Computer Audio with Student

Now share the **Student Testing Interface** with the student. Be sure to select the option to “share sound” or “include sound” within your video conferencing platform.

- Microsoft Teams—“include sound”
- Zoom—“share sound”
- Google Meet—“share audio”

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

## 5. Complete Recording Device and Audio/Video Checks

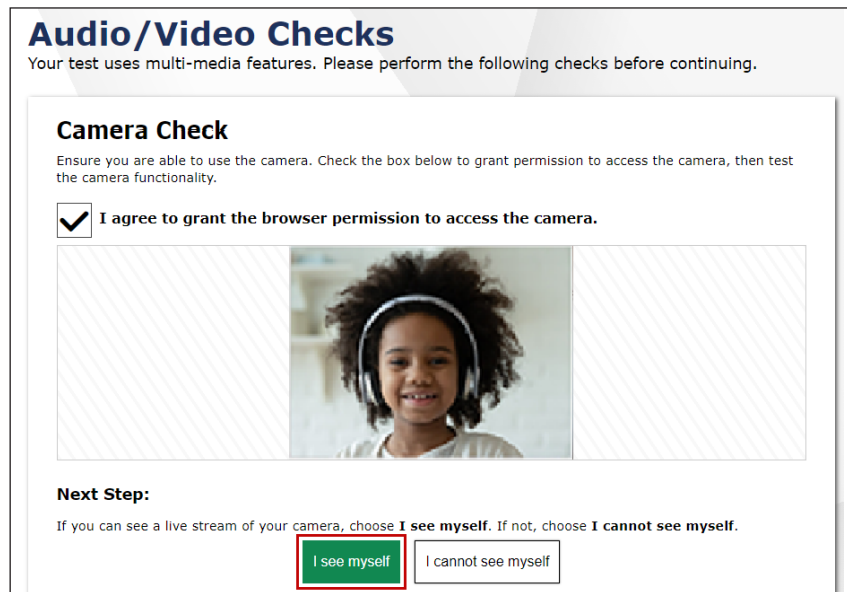
**SAY** Before we begin the Speaking test, we need to do a few audio and video checks. First, I'm going to complete the camera check.

### Student Interface

**i** For the **Initial ELPAC or ELPAC Interim Assessments**, select the **[Skip]** button.

**i** For the **Summative ELPAC**, before the camera check, first turn your camera off in the video conference meeting. Then, on the web-based Student Testing Interface, select the checkbox to enable the video, and select the **[I see myself]** option when the video appears (figure 16).


If your video does not automatically appear, select the **[Camera]** icon in the center of the screen.



**Audio/Video Checks**  
Your test uses multi-media features. Please perform the following checks before continuing.

**Camera Check**  
Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.

☒ I agree to grant the browser permission to access the camera.



**Next Step:**  
If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

**I see myself** **I cannot see myself**

Figure 16. “Camera Check” section of the *Audio/Video Checks* page




# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

**SAY** Now we need to check whether the computer will record your voice, because in this test, I'm going to ask you some questions and record your answers.


**i** Test examiners should not wear headphones while administering the Speaking test remotely. For the microphone to pick up the voice of the student, the sound needs to be coming through the computer's speakers.

### Recording Device Check

Make sure your recording device is working.




1. To start recording, press the Microphone button.
2. Describe your favorite food.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.



**Next Step:**


If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

Figure 17. "Recording Device Check" section of the *Audio/Video Checks* page

 Use your cursor to point to the microphone (figure 17).

**SAY** Before giving your answers, I'm going to select the microphone to record your answer here. Let's practice.

**i** Select the [Microphone] button.

 **SAY** Describe your favorite food.

**i** Pause for the student's response. When the student has finished speaking, select the square [Stop] button to stop recording. Acknowledge the student's correct response, or model a correct response, such as, "You could have said, 'My favorite food is a hamburger and fries.'"

**i** When the student is ready, select [I heard my recording].

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

**SAY** I'm going to check that you can hear the sound.

**i** Scroll down to the Sound and Video Playback Check (figure 18).

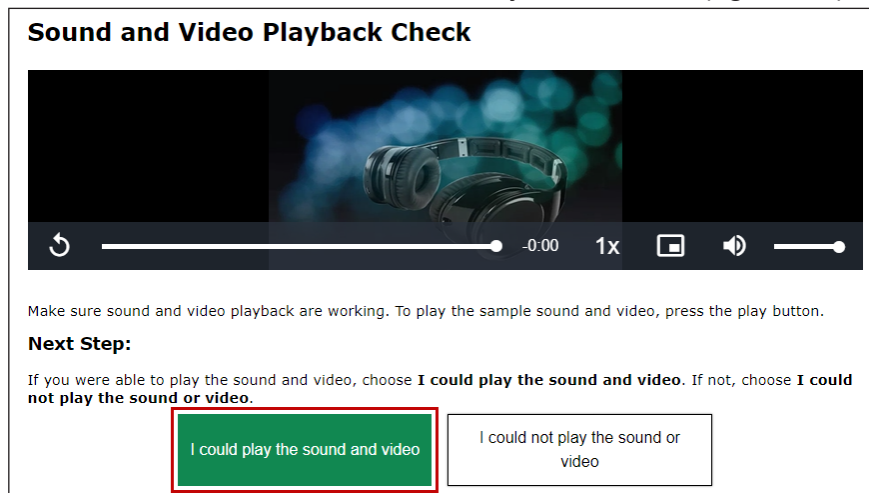


Figure 18. "Sound and Video Playback Check" section of the *Audio/Video Checks* page

**i** Select the [Play] button. Check that the student can hear the music and see the moving musical notes.

**SAY** Could you hear the sound OK?

**i** Pause for the student's response.

If so, select the [**I could play the sound and video**] button (figure 18). If not, you may need to check that you have shared your computer audio via the video conferencing platform you are using.

**i** For the Text-to-Speech Sound Check, select the [**Skip TTS Check**] button (figure 19).

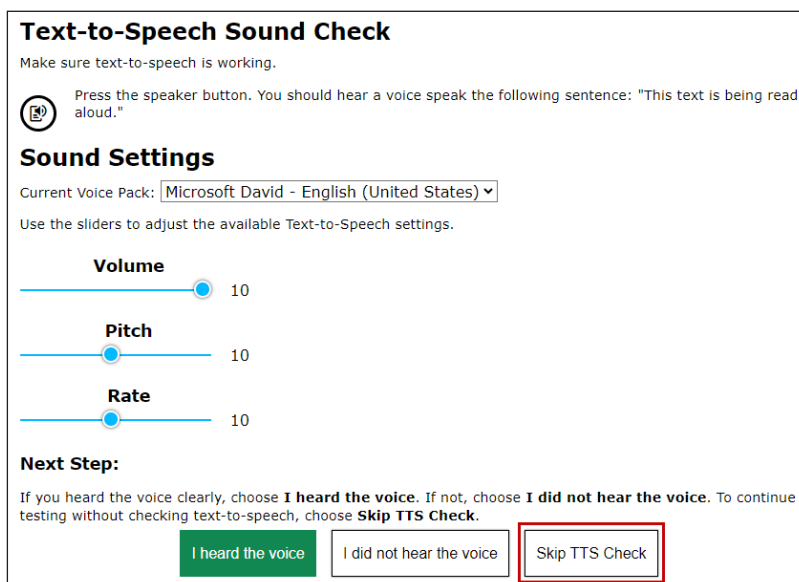


Figure 19. "Text-to-Speech Sound Check" section of the *Audio/Video Checks* page

# Initial ELPAC, Summative ELPAC, and ELPAC Interim Assessments—Speaking (cont.)

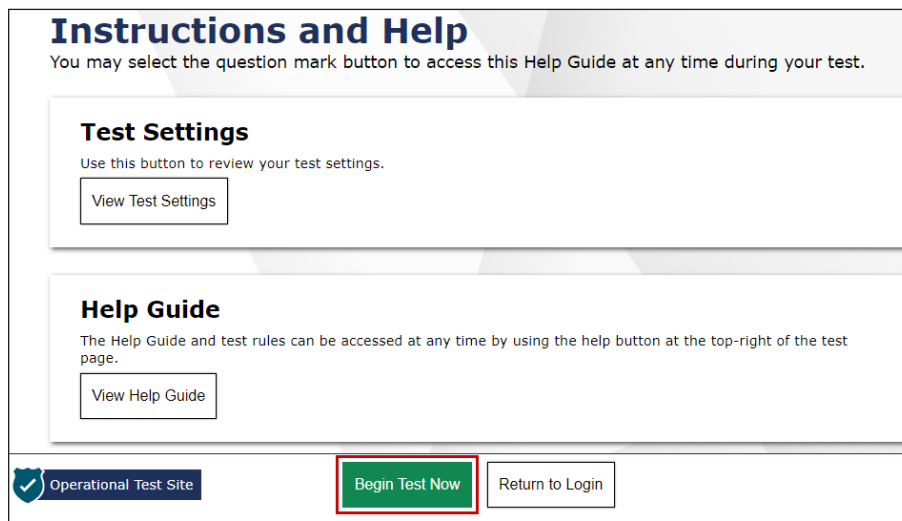
If any of the recording device or sound and video playback checks are not working for you, simply select the option that you cannot see, hear, or play, and the system will guide you through troubleshooting for that particular feature.

**SAY** Do you have any questions?

**i** Answer the student's questions.

**SAY** Remember to answer all the questions in English. If you want me to repeat a question, you can ask me to. Now we are going to begin.

**i** When the student is ready, select **[Begin Test Now]** (figure 20).



**Figure 20.** **[Begin Test Now]** button on the *Instructions and Help* screen

**i** Administer the Speaking questions according to the scripts in the *DFA*. Record the student's scores on the Student Score Sheet at the end of the *DFA* or directly into the DEI.

**i** Refer to the *DFA* for the page where the Speaking test begins.