
ELPAC

English Language Proficiency
Assessments for California



How to Start a Remote ELPAC Test Session Kindergarten–Grade 2



Last updated August 2025

Using this Document

This document should be used for kindergarten through grade two (K–2) 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.

Please note that the Writing domain for K–2 is a paper–pencil test, so it is not included in the instructions in this document. Refer to the applicable K–2 *Directions for Administration (DFA)* for instructions on administering the Writing domain.

Creating a Remote Test Session and Student Logon Instructions

To begin a remote test session, complete the following steps:

1. Start or Join a Test Session in the Test Administrator Interface
 2. Meet Student in a Video Conference Meeting
 3. Log Student On to Web-based Student Testing Interface
 4. Share Screen and Computer Audio with Student
 5. Complete Audio/Video Checks
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To begin a remote test session, you will complete the following steps:

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).

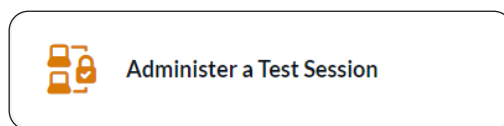


Figure 1. [Administer a Test Session] button

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

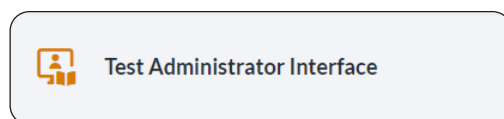


Figure 2. [Test Administrator Interface] button

Creating a Remote Test Session and Student Logon Instructions (cont.)

4. Log on to the Test Administrator Interface using your Test Operations Management System (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.

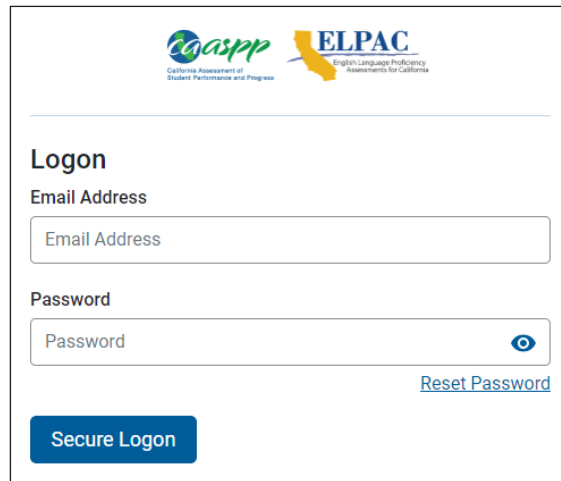


Figure 3. Test Administrator Interface *Logon* screen

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).

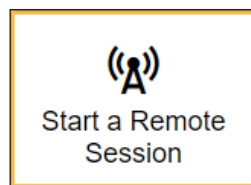
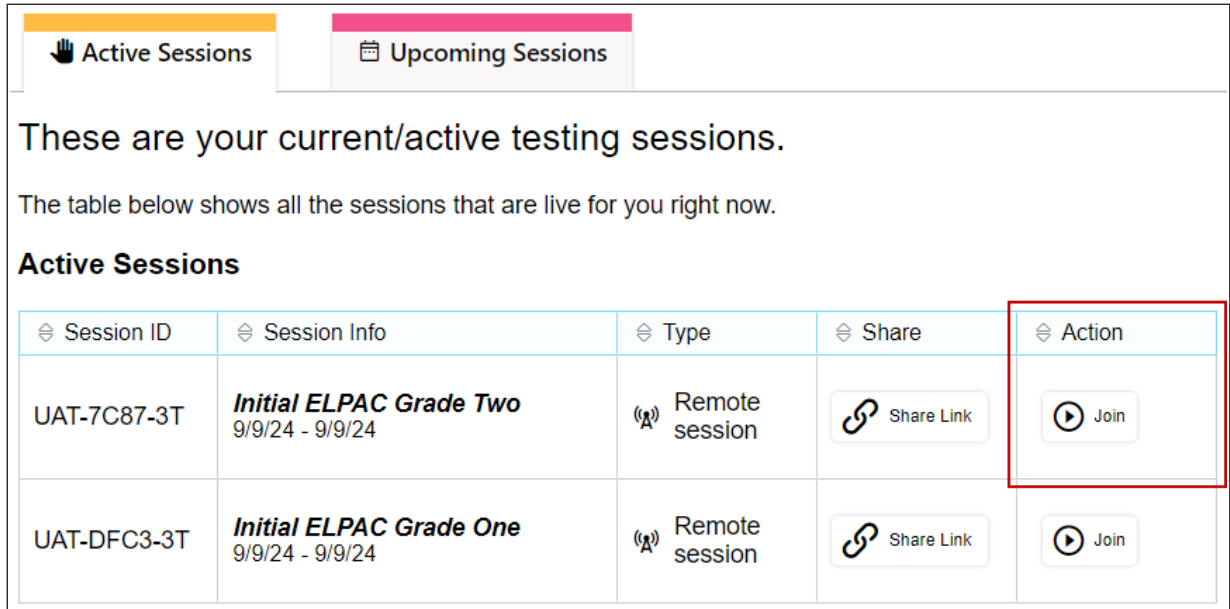


Figure 4.
[Start a Remote Session] button in the Test Administrator Interface

Creating a Remote Test Session and Student Logon Instructions (cont.)

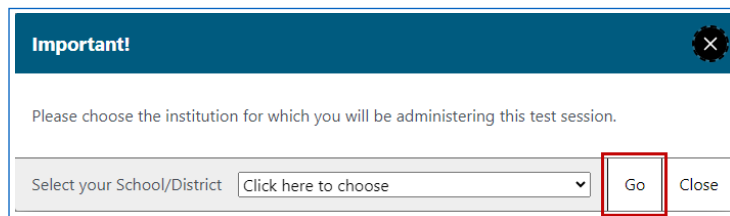
6. To join an active session that had been scheduled previously, select the session's [Join] button from the *Action* column (figure 5) of the *Active Sessions* table.



Session ID	Session Info	Type	Share	Action
UAT-7C87-3T	Initial ELPAC Grade Two 9/9/24 - 9/9/24	Remote session	Share Link	Join
UAT-DFC3-3T	Initial ELPAC Grade One 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

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

Creating a Remote Test Session and Student Logon Instructions (cont.)

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

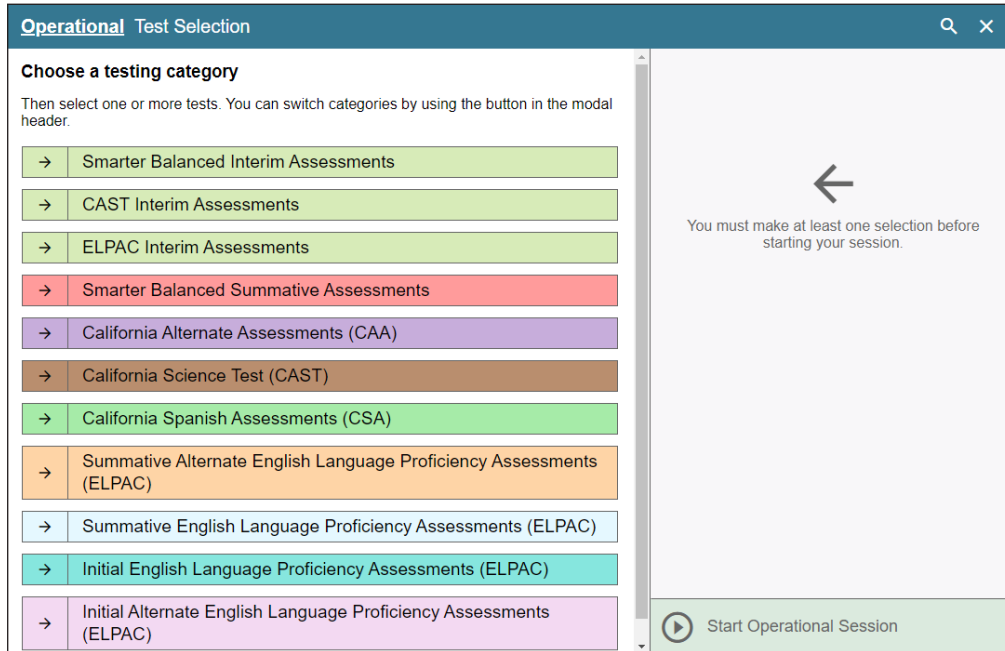


Figure 7. Operational Test Selection screen

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

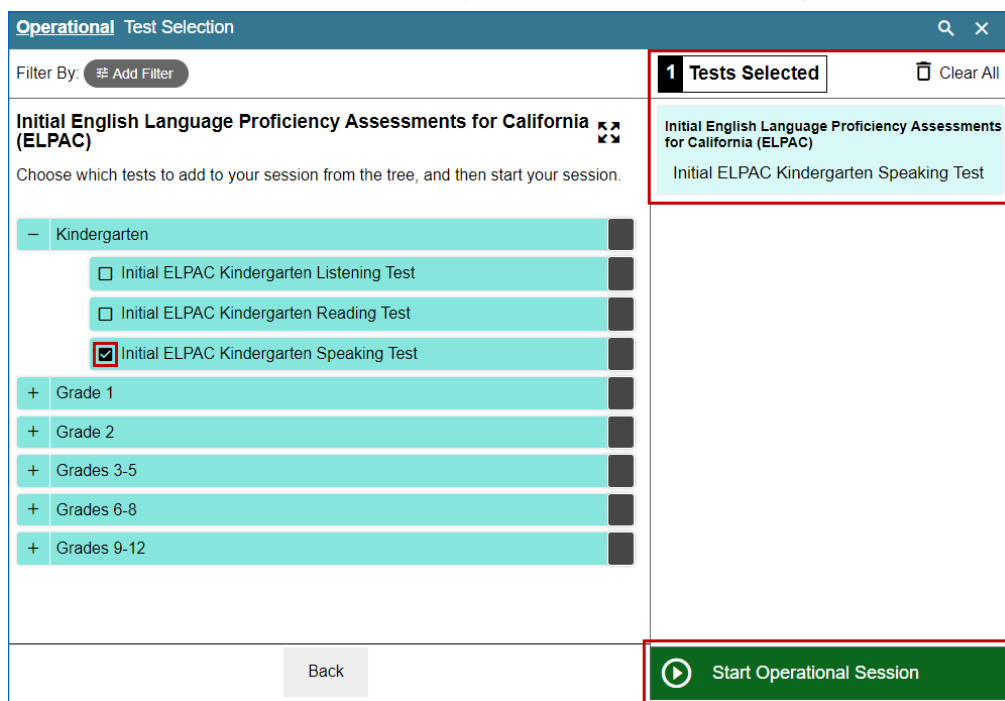


Figure 8. Sample expanded Operational Test Selection screen

Creating a Remote Test Session and Student Logon Instructions (cont.)

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

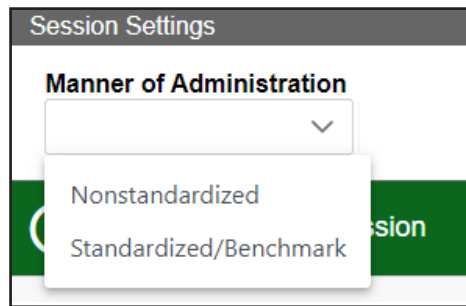


Figure 9. *Manner of Administration* drop-down list

10. For all assessments, select the **[Start Operational Session]** button to start the assessment (indicated in figure 8). For the **Initial ELPAC** and **Summative ELPAC**, a confirmation box will appear (figure 10). Select **[OK]** to continue.

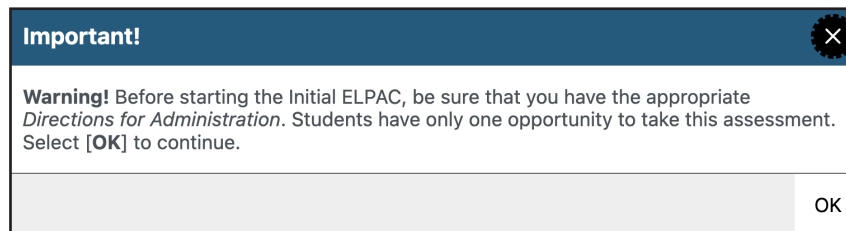


Figure 10. *Important!* confirmation box

Creating a Remote Test Session and Student Logon Instructions (cont.)

11. You will be presented with the *Camera Access* pop-up box (figure 11) and the *Session Information* pop-up box (figure 12). Test examiners should skip the camera and microphone access check by selecting the [X] in the upper corner or the pop-up box.

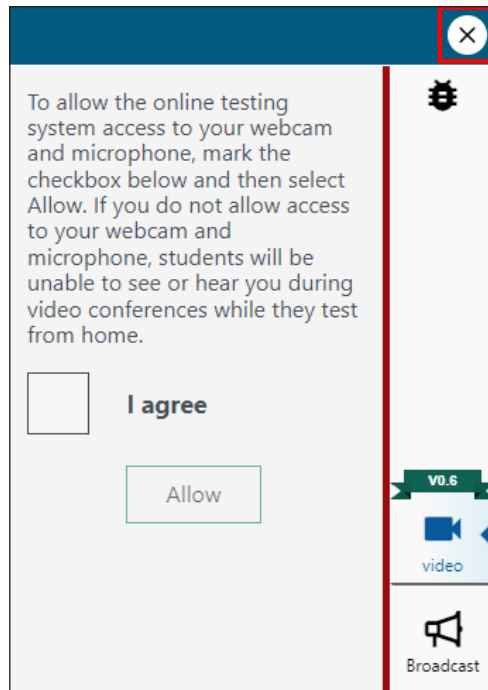


Figure 11. *Camera Access* pop-up box

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

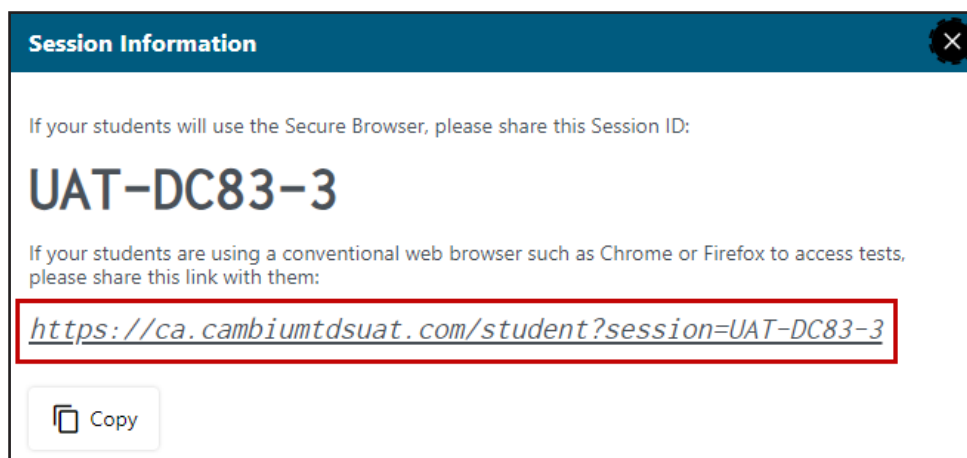


Figure 12. *Session Information* pop-up box

Creating a Remote Test Session and Student Logon Instructions (cont.)

2. Meet Student in a 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 test. First, I am going to sign you in.

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 Statewide Student Identifier (SSID) number in the *SSID* field (figure 13) Select **[Sign In]**.

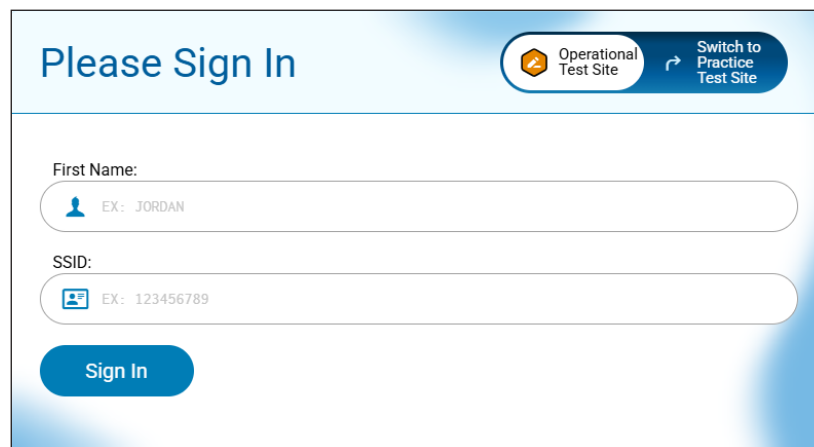


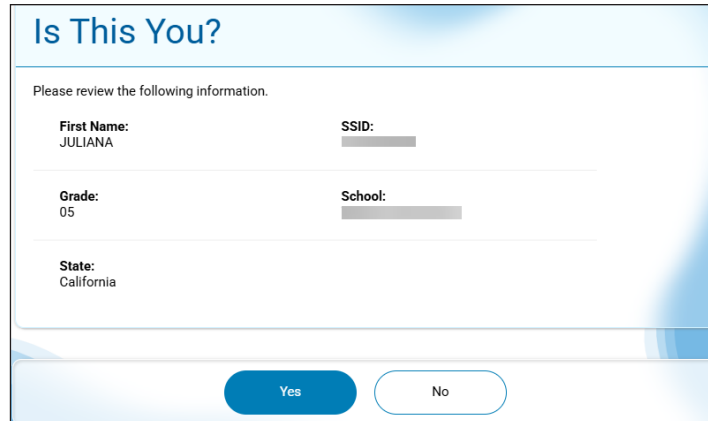
Figure 13. Student Sign In screen

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.

Creating a Remote Test Session and Student Logon Instructions (cont.)

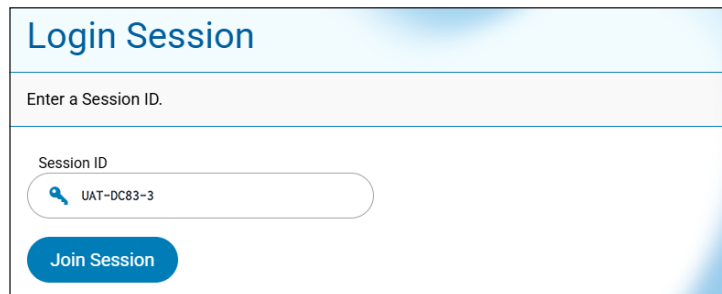
14. Verify that the student information is correct on the *Is This You?* screen (figure 14). Select **[Yes]** to continue. (Select **[No]** if the student information is not correct. Notify your local educational agency [LEA] ELPAC coordinator or site ELPAC coordinator if it is not.)



The screenshot shows a verification screen titled "Is This You?". Below the title, it says "Please review the following information." There are four fields: "First Name:" with the value "JULIANA", "SSID:" with a redacted value, "Grade:" with the value "05", and "School:" with a redacted value. At the bottom, there is a "State:" field with the value "California". At the bottom of the screen, there are two buttons: "Yes" and "No".

Figure 14. *Is This You?* screen

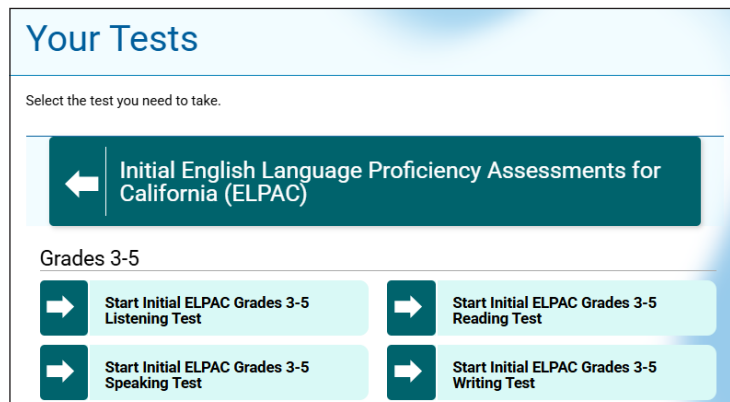
15. The test session ID will be filled in. Select **[Join Session]** (figure 15).



The screenshot shows a "Login Session" screen. It prompts the user to "Enter a Session ID." Below this, there is a text input field labeled "Session ID" containing the value "UAT-DC83-3". At the bottom of the screen, there is a blue button labeled "Join Session".

Figure 15. *Session ID* field on the *Login Session* screen

16. On the test selection screen, select the appropriate assessment (figure 16) and then approve the student's assessment in the **Test Administrator Interface** (figure 17).



The screenshot shows a "Your Tests" selection box. It prompts the user to "Select the test you need to take." There is a large dark green button with a white arrow pointing left and the text "Initial English Language Proficiency Assessments for California (ELPAC)". Below this, there is a section for "Grades 3-5" with four buttons: "Start Initial ELPAC Grades 3-5 Listening Test", "Start Initial ELPAC Grades 3-5 Reading Test", "Start Initial ELPAC Grades 3-5 Speaking Test", and "Start Initial ELPAC Grades 3-5 Writing Test".

Figure 16. Sample *Your Tests* selection box

Creating a Remote Test Session and Student Logon Instructions (cont.)

Test Administrator Interface

17. Access the student approvals by selecting the **[Approvals]** tab (figure 17).

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 To assist the student in focusing on the test examiner's cursor, change the size and color of the mouse pointer. To do this, select the **[View]** eye [👁️] icon in the *See Details* column and set the mouse pointer to the *Large Yellow* option. This designated support must be set up in TOMS before testing for the mouse pointer options to be available for selection.

i Proceed with approving the student to test.

The screenshot shows the 'Remote Test Administration' interface. At the top, there is a header with the 'caspp ELPAC' logo, 'Test Administration Remote', and a 'Help Guide' link. Below the header is a navigation bar with buttons for 'Operational Session ID' (UAT-DC83-3), 'Select Tests', 'Student Lookup', and 'Approvals' (highlighted with a red box and a '1' notification). To the right of the navigation bar 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'. Below this is a summary bar showing '1 students awaiting approval', '0 active students (max 200)', and '0 tests in session'. The main content area is titled 'Initial ELPAC Kindergarten Speaking Test - 1 student(s)'. It contains a table with the following columns: Student Name, SSID, Opp #, See Details, and Action. The table has one row with a student's name (blurred), a blurred SSID, and '1' in the Opp # column. The 'See Details' column for this student shows an eye icon and the word 'Custom'. The 'Action' column shows a checkmark icon and an 'X' icon.

Student Name	SSID	Opp #	See Details	Action
[blurred]	[blurred]	1	👁️ Custom	✓ X

Figure 17. Remote Test Administration screen

Creating a Remote Test Session and Student Logon Instructions (cont.)

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”

5. Complete Audio/Video Checks

i The audio and video checks will need to be completed for each domain administered remotely.

SAY Before we take the test, we need to do a few audio and video checks. First, I am going to complete the Camera Check.

Creating a Remote Test Session and Student Logon Instructions (cont.)

Student Interface

18. Choose one of the following instructions to complete the Camera Check.

i For the **ELPAC Interim Assessments**, the **Initial ELPAC Speaking**, or the **Summative ELPAC Speaking**, select the **[Skip A/V Checks]** button (figure 18). The *Instructions and Help* screen (figure 21) will appear next.

i For the **Initial ELPAC** or **Summative ELPAC Listening and Reading**, 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 18).

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

The screenshot shows the 'Audio/Video Checks' interface. At the top, there is a title bar with 'Audio/Video Checks' and a progress indicator with three steps (1, 2, 3). Below the title bar, a message states: 'Your test uses multimedia features. Please perform the following checks before continuing.' The main content area is titled 'Camera Check' and is divided into two columns. The left column contains the text: 'Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.' Below this text is a checked checkbox with the label 'I agree to grant the browser permission to access the camera.' To the right of the checkbox is a video preview window showing a young girl smiling. The right column is titled 'Next Step:' and contains the text: 'If you can see a live stream of your camera, choose I see myself. If not, choose I cannot see myself.' Below this text are two buttons: 'I see myself' (highlighted in blue) and 'I cannot see myself'. At the bottom of the screen, there are two buttons: 'Skip A/V Checks' and 'Back'.

Figure 18. “Camera Check” section with permission check mark of the *Audio/Video Checks* screen

Creating a Remote Test Session and Student Logon Instructions (cont.)

19. Complete the Recording Device Check (figure 19).

SAY Now we need to check whether the computer will record your voice.

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.

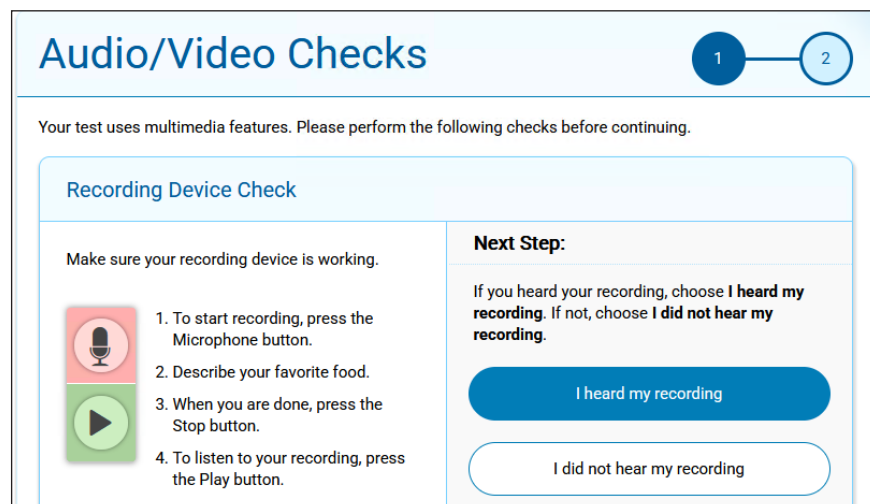


Figure 19. “Recording Device Check” section of the *Audio/Video Checks* screen

NOTE: If administering the Listening or Reading test:

i Select the [Microphone] button.

SAY Describe your favorite food.

i Continue with the instructions that follow, which begin with “Pause for the student’s response.”

NOTE: If administering the Speaking test:

SAY Before giving your answers, I’m going to press 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].

Creating a Remote Test Session and Student Logon Instructions (cont.)

20. Complete the Sound and Video Playback Check (figure 20).

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

Audio/Video Checks

Your test uses multimedia features. Please perform the following checks before continuing.

Sound and Video Playback Check

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**.

I could play the sound and video

I could not play the sound or video

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

Figure 20. "Sound and Video Playback Check" section of the *Audio/Video Checks* screen

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 19). If not, you may need to check that you have shared your computer audio via the video conferencing platform you are using.

Creating a Remote Test Session and Student Logon Instructions (cont.)

21. If the Text-to-Speech Sound Check appears, select the [Skip TTS Check] button (figure 21).

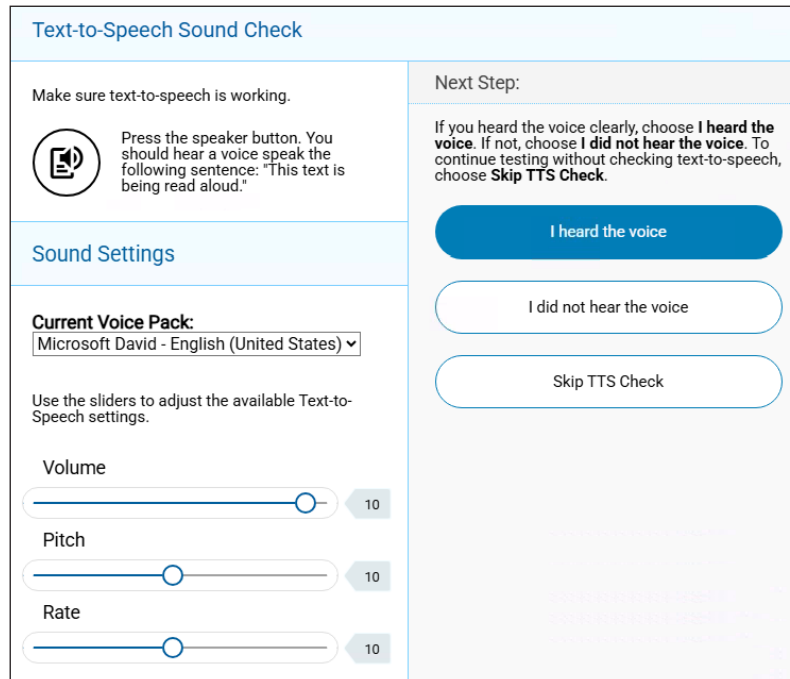


Figure 21. “Text-to-Speech Sound Check” section of the *Audio/Video Checks* screen

i 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.

Creating a Remote Test Session and Student Logon Instructions (cont.)

For the Listening or Reading test,

SAY We are going to start the test now. Listen to the directions.

i Select [**Begin Test Now**] at the bottom of the page (figure 22).

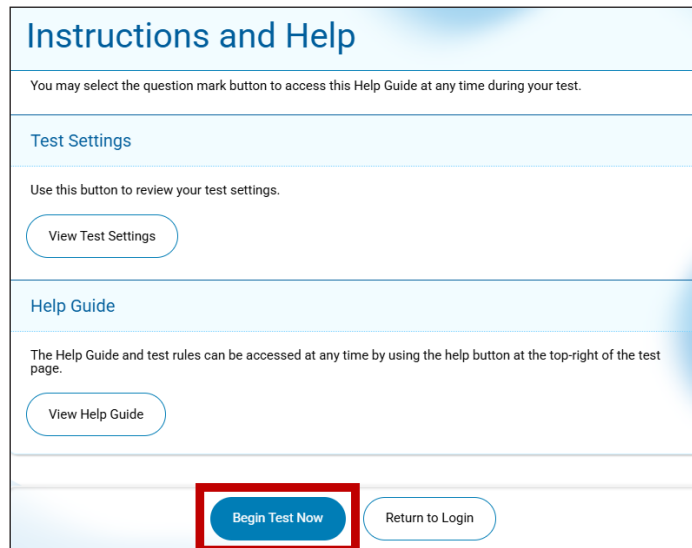


Figure 22. [**Begin Test Now**] button on the *Instructions and Help* screen

i Refer to the *DFA* for the page where the Listening or Reading test begins.

For the Speaking test,

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**].

i Refer to the *DFA* for the page where the Speaking test begins. Record the student's scores on the Student Score Sheet or directly into the DEI.