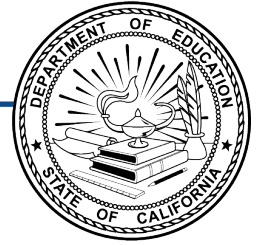

ELPAC

English Language Proficiency
Assessments for California



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



Last updated December 2022

Using this Document

This document should be used for kindergarten through grade two (K–2) remote administration of the ELPAC. For instructions on administering the ELPAC in person, refer to the *How to Start an ELPAC Test Session* document.

Please note, 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

This document is adapted from the online test administration manual.

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 Recording Device and 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 [ELPAC website](#) on a supported web browser.
2. Select the **[Test Administrator Interface for All Online Tests]** button (figure 1).

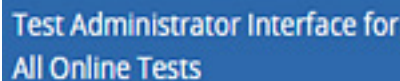


Figure 1. **[Test Administrator Interface for All Online Tests]** button

3. Log on to the Test Administrator Interface using your Test Operations Management System (TOMS) sign-in credentials (figure 2).

If you have used the **Data Entry Interface** to enter student responses, you may need to clear your web browser cache to successfully access the student testing interface, which is necessary for administering the tests.

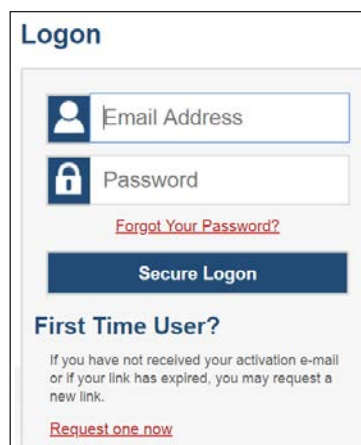


Figure 2. Test Administrator Interface *Logon* screen

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

4. If you are associated with multiple institutions, select the appropriate institution from the drop-down list in this message and select the **[Go]** button (figure 3). You may only select one institution at a time. To select a different institution, log off and then log back on.

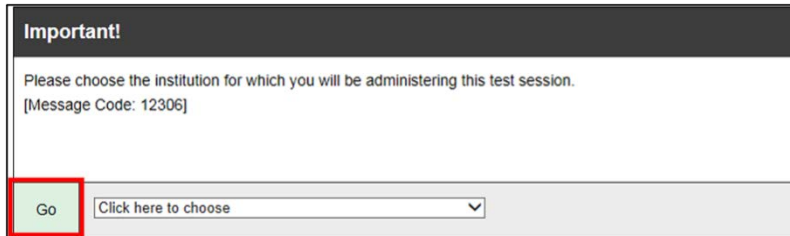


Figure 3. Message from the Test Administrator Interface

5. Once you have logged on to the **Test Administrator Interface**, you will see the **[Active Sessions]** tab. To join a previously scheduled session, select the **[Join]** button (figure 4). Or, you can start a new session by selecting the **[Start a New Session Now]** button (figure 5).

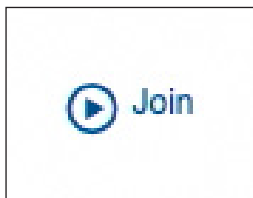


Figure 4. **[Join]** button in the Test Administrator Interface

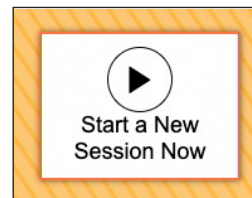


Figure 5. **[Start a New Session Now]** button in the Test Administrator Interface

6. Select the **[(Initial or Summative) English Language Proficiency Assessments (ELPAC)]** test group from the *Operational Test Selection* screen (figure 6) to begin.

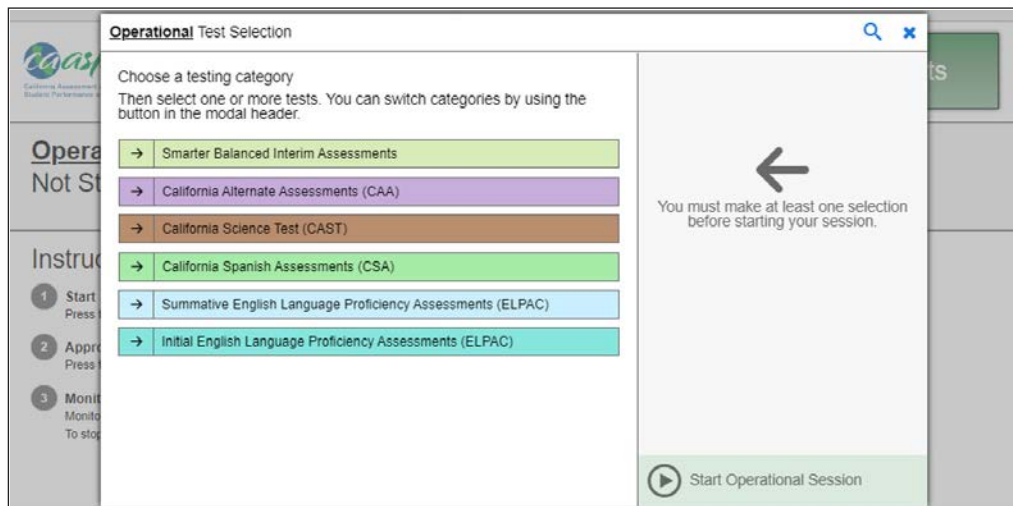


Figure 6. *Operational Test Selection* screen

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

7. Select the grade level or grade span that is appropriate for the student. Mark the checkbox for each domain test you want to include (figure 7).

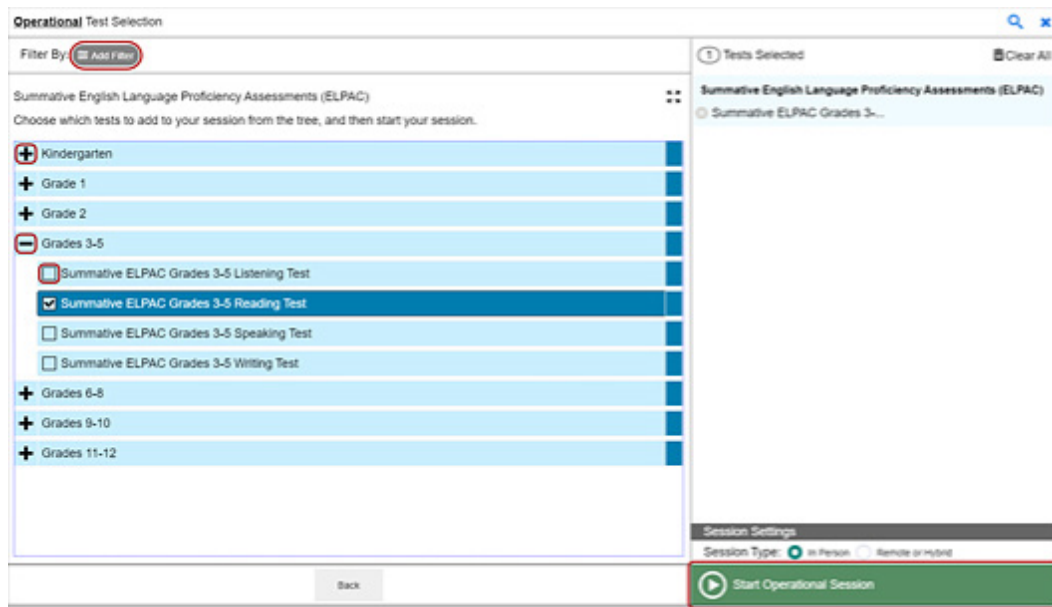


Figure 7. Expanded *Operational Test Selection* screen

8. Once you have selected your test or tests, it is important that you select the *Remote or Hybrid* radio button to create the URL that you will use to access the Web-based Student Testing Interface. Then, select the **[Start Operational Session]** button (figure 8).

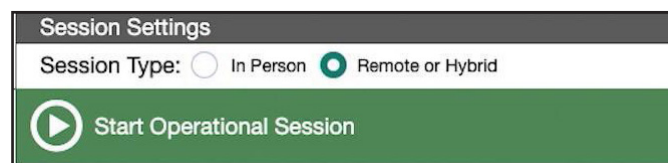


Figure 8. *Start Operational Test Session* screen

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

9. You will be presented with a *Session Information* pop-up box providing you the session ID and session link (figure 9). 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.

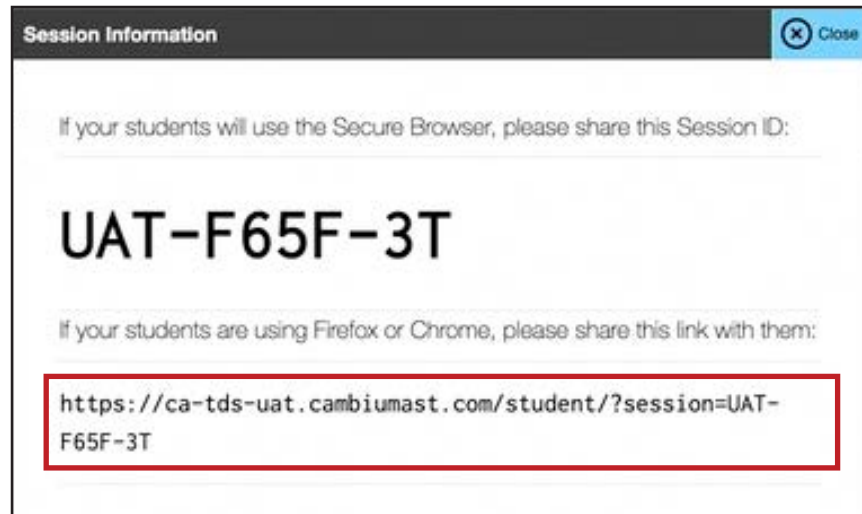


Figure 9. *Session Information* pop-up box

2. Meet Student in a Video Conference Meeting

i Students 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.

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

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

Student Interface

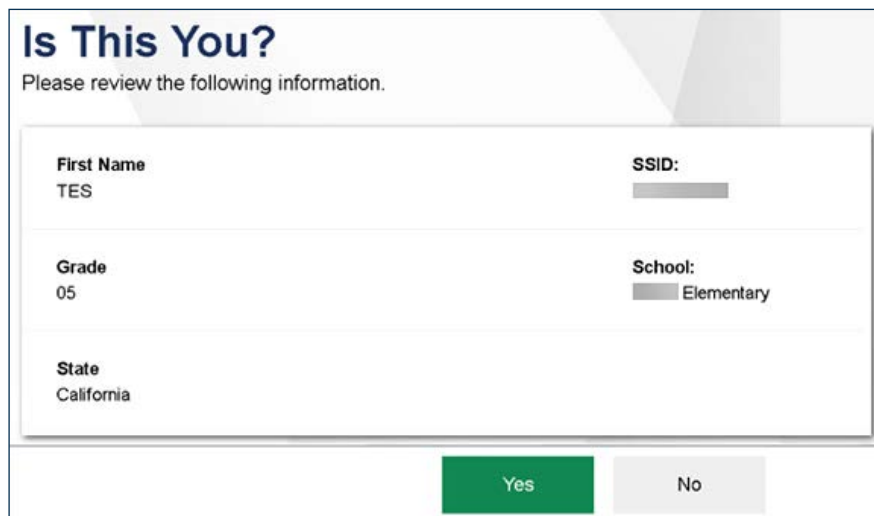
10. Log the student on by entering the student's first name as listed in TOMS, followed by the student's Statewide Student Identifier (SSID) number in the *SSID* field (figure 10).
11. The session ID will be filled in as a result of copying the session link. Select **[Sign In]**.



The screenshot shows a web form titled "Please Sign In". It contains three input fields: "First Name" with a person icon and the example text "EX: JORDAN"; "SSID" with a document icon and the example text "EX: 123456789"; and "Session ID" with a key icon and the example text "UAT".

Figure 10. *Student Sign In* web form

12. Verify that the student information is correct on the *Is This You?* screen (figure 11). Select **[Yes]** to continue. (Select **[No]** if the student information is not correct. Notify your local educational agency (LEA) or site ELPAC coordinator if it is not.)



The screenshot shows a verification screen titled "Is This You?". Below the title is the instruction "Please review the following information." The screen displays a form with the following fields: "First Name" (TES), "SSID" (redacted), "Grade" (05), "School" (Elementary), and "State" (California). At the bottom of the form are two buttons: "Yes" (green) and "No" (grey).

Figure 11. *Is This You?* screen

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

13. On the test selection screen, select the appropriate ELPAC test and then approve the student's test in the **Test Administrator Interface** (figure 12).

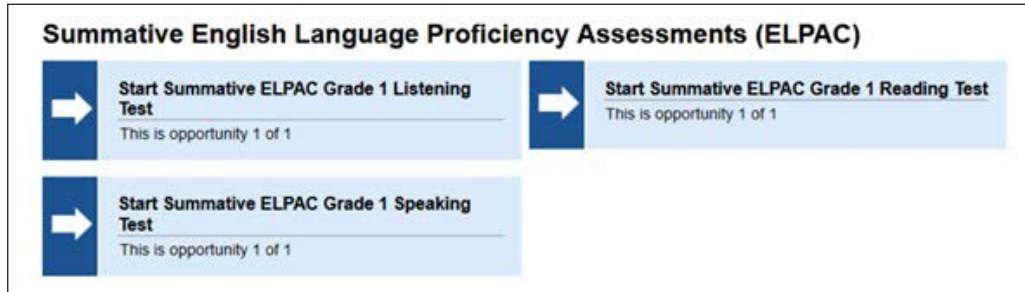


Figure 12. Sample *Your Tests* selection box

Test Administrator Interface

14. Test examiners should skip this camera and microphone access check by selecting the **[X]** in the upper corner of the pop-up box, after returning to the **Test Administrator Interface** (figure 13).

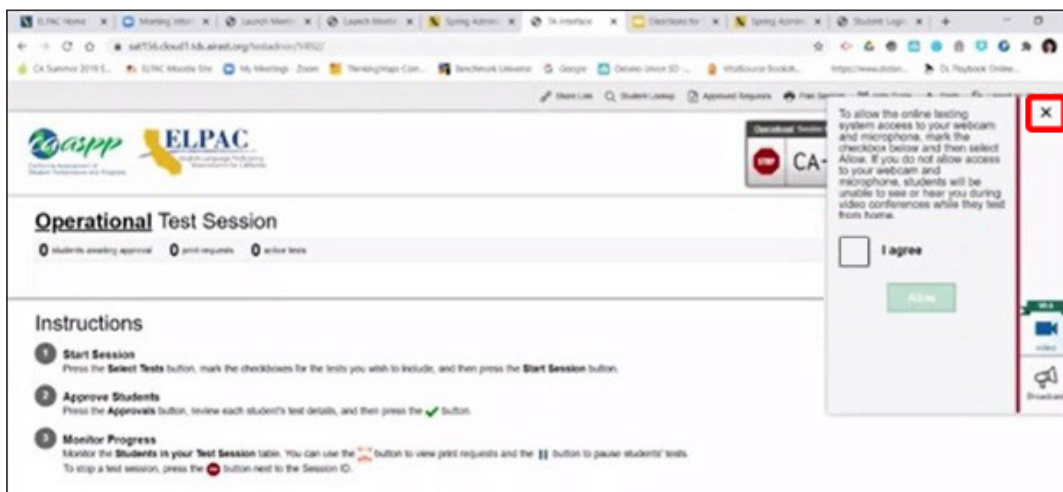


Figure 13. *Camera Access* pop-up box

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

15. Access the student approvals by selecting the **[Approvals]** button (figure 14).

i Prior to approval, select the **[eye]** icon in the *See Details* column to view the student’s settings for the current test. The check mark allows you to approve the test, and the “X” allows you to deny the test (figure 15).

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.

- Please note that for the Initial ELPAC only, there are some specific settings (e.g., color contrast, streamline, etc.) that can be corrected immediately in the Test Administrator Interface.

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 **[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 students to test.



Figure 14. *Operational Test Session* screen

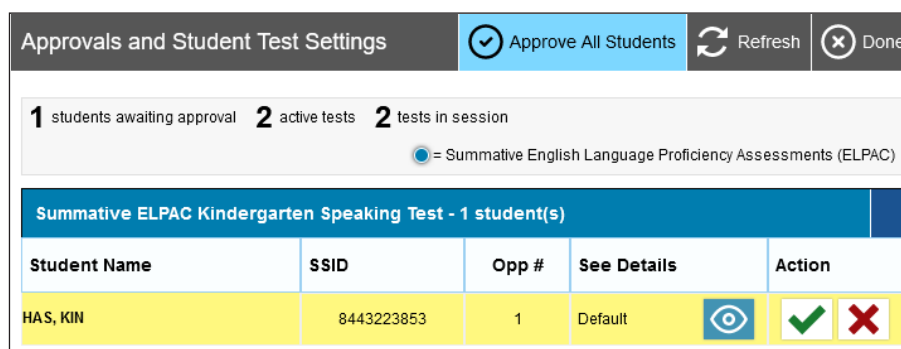


Figure 15. *Approvals and Student Test Settings* screen

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 computer sound”
- Zoom—“share sound”
- Google Meet—“share audio”

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

5. Complete Recording Device and 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.

Student Interface

i For the **Initial ELPAC**, 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.

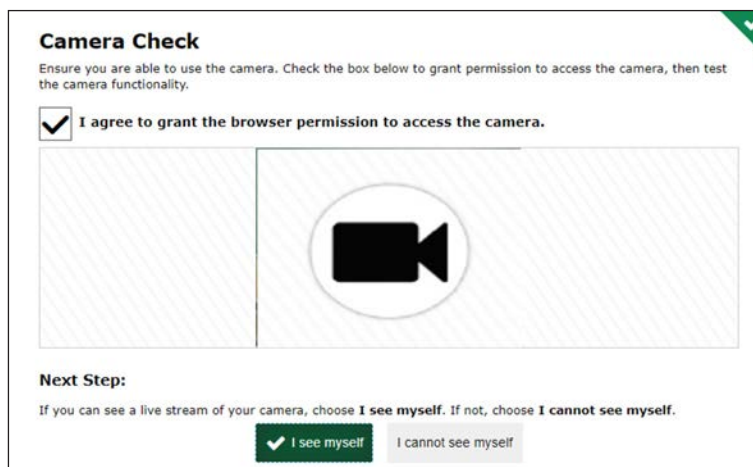


Figure 16. Camera Check page with permission checkmark

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

SAY Now we need to check if 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.

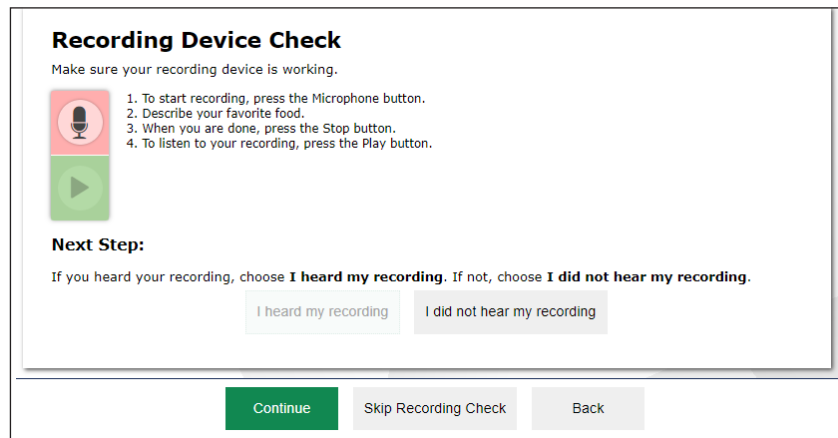



Figure 17. Recording Device Check page

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

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, press 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.)

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

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

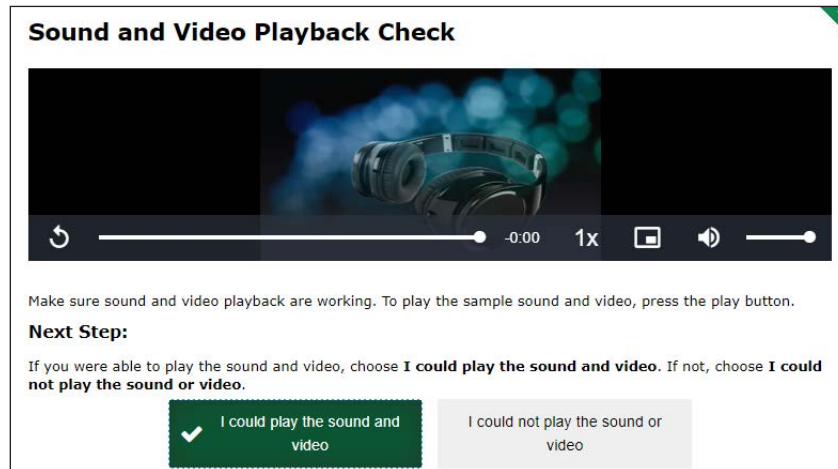


Figure 18. Sound and Video Playback page

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. 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).

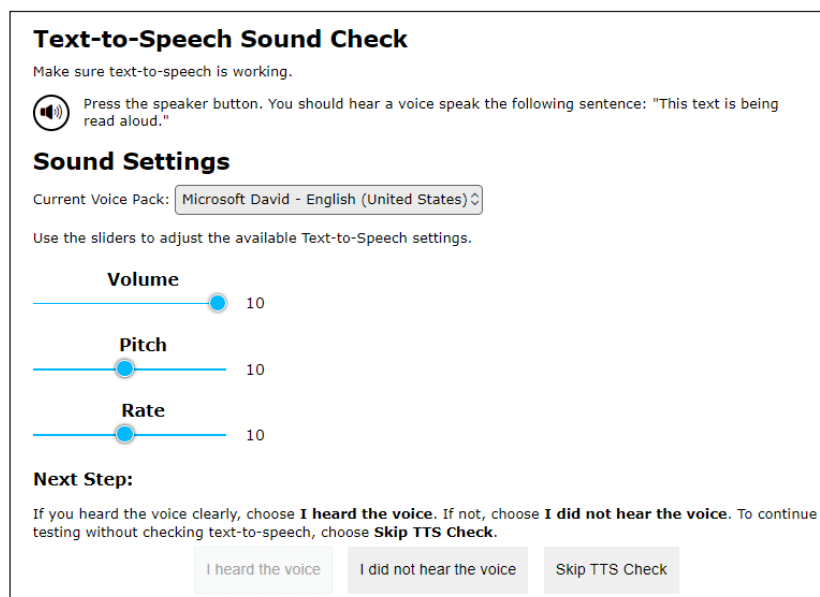


Figure 19. Text-to-Speech Sound Check page

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

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.

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 20).

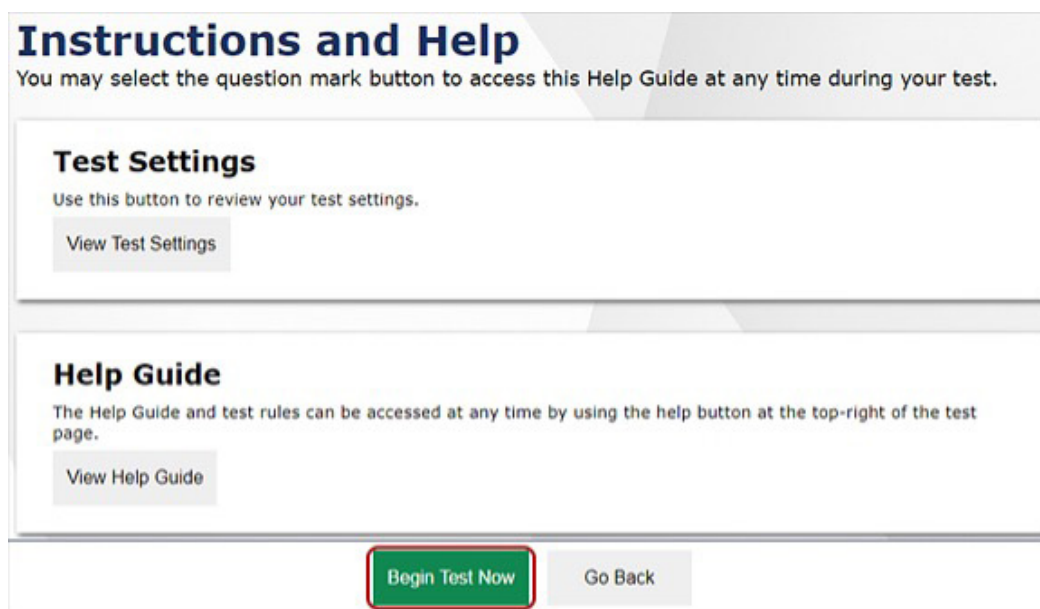


Figure 20. **[Begin Test Now]** button on the *Instructions and Help* screen

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 in the Data Entry Interface.