

Alternate ELPAC

Alternate English Language
Proficiency Assessments for California



How to Start an Alternate ELPAC Test Session



Using this Document

This document should be used for administration of the Alternate English Language Proficiency Assessments for California.

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Logon Instructions

Creating a Testing Session and Student Logon Instructions

Complete the following steps to begin the assessment.

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).

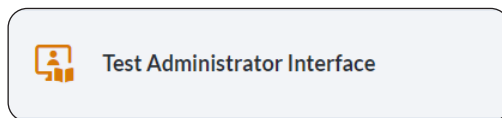


Figure 2. **[Test Administrator Interface]** button

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 page for the Test Administrator Interface. At the top, there are logos for CAASPP (California Assessment of Student Performance and Progress) and ELPAC (English Language Proficiency Assessments for California). Below the logos, the word "Logon" is centered. Under "Logon", 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 blue eye icon to its right. Below the "Password" field, there is a blue link that says "Reset Password". At the bottom of the form, there is a blue button with white text that says "Secure Logon".

Figure 3. Test Administrator Interface *Logon* screen

Logon Instructions (cont.)

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 an In-person Session]** button (figure 4). (An alternate assessment is not available remotely.)

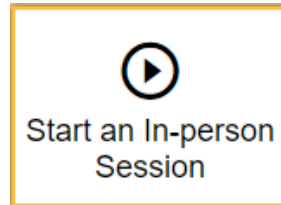


Figure 4. **[Start an In-person Session]** button in the Test Administrator Interface

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.

<div>Active Sessions</div> <div>Upcoming Sessions</div>				
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-1D1A-3T	Initial Alternate ELPAC Grades 3 to 5 8/21/24 - 8/21/24	In Person session	Share Link	Join
UAT-9560-3T	Initial Alternate ELPAC Grades Six to Eight 8/21/24 - 8/21/24	In Person session	Share Link	Join

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

Logon Instructions (cont.)

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.

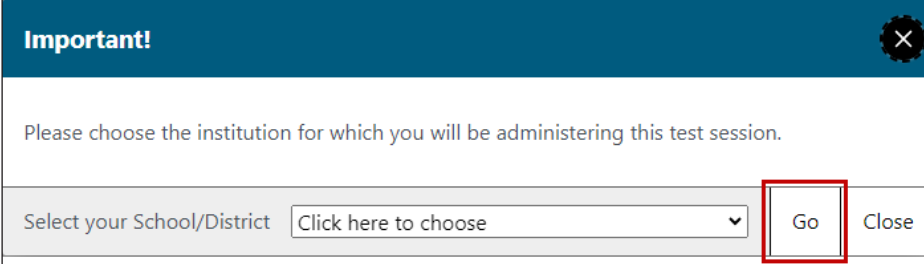
A screenshot of an 'Important!' modal message box. The title bar is dark blue with the word 'Important!' in white and a close button (X) on the right. The main content area is white and contains the text 'Please choose the institution for which you will be administering this test session.' Below this text is a form with a label 'Select your School/District' followed by a dropdown menu showing 'Click here to choose' with a downward arrow. To the right of the dropdown are two buttons: 'Go' and 'Close'. The 'Go' button is highlighted with a red rectangular border.

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

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

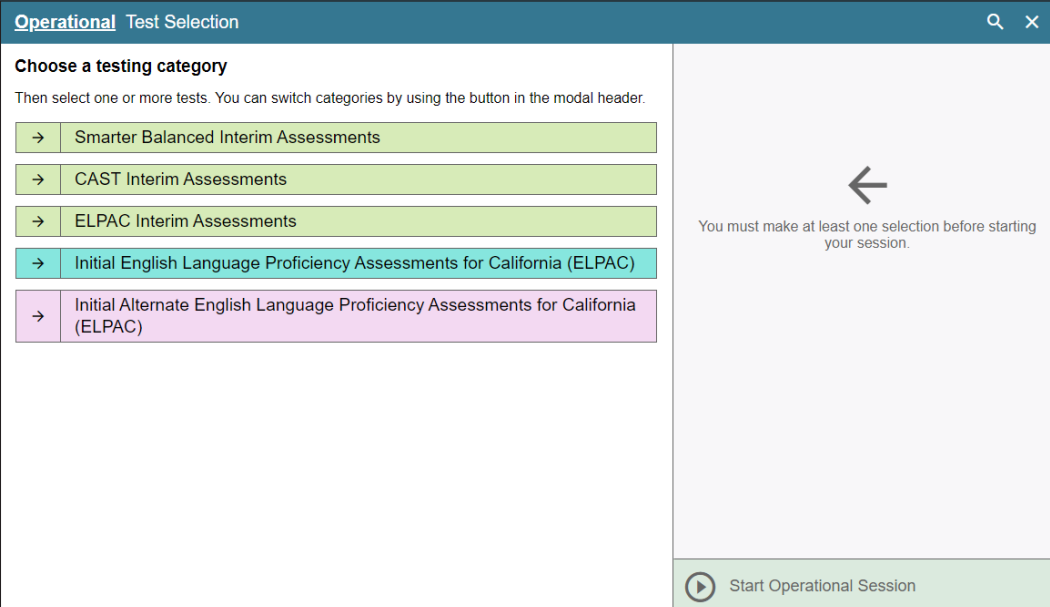
A screenshot of the 'Operational Test Selection' screen. The header is dark blue with the text 'Operational Test Selection' and search and close icons. The main content area is divided into two sections. The left section, titled 'Choose a testing category', contains a list of five categories, each with a right-pointing arrow and a colored background: 'Smarter Balanced Interim Assessments' (light green), 'CAST Interim Assessments' (light green), 'ELPAC Interim Assessments' (light green), 'Initial English Language Proficiency Assessments for California (ELPAC)' (light blue), and 'Initial Alternate English Language Proficiency Assessments for California (ELPAC)' (light purple). The right section is a large light gray area with a large left-pointing arrow and the text 'You must make at least one selection before starting your session.' At the bottom right of the screen is a green button with a play icon and the text 'Start Operational Session'.

Figure 7. *Operational Test Selection* screen

Logon Instructions (cont.)

9. Select the grade level or grade span that is appropriate for the student (figure 8). A confirmation box will appear (figure 9). Then, select [OK] to continue.

Operational Test Selection

Filter By: ⚙️ Add Filter

1 Tests Selected 🗑️ Clear All

Initial Alternate English Language Proficiency Assessments for California (ELPAC)

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

- ☐ Initial Alternate ELPAC Kindergarten Test
- ☐ Initial Alternate ELPAC Grade 1 Test
- ☐ Initial Alternate ELPAC Grade 2 Test
- ☒ Initial Alternate ELPAC Grade 3-5 Test
- ☐ Initial Alternate ELPAC Grade 6-8 Test
- ☐ Initial Alternate ELPAC Grade 9-12 Test

Back Start Operational Session

Figure 8. *Sample Operational Test Selection* screen

Important! ✕

Before starting this test, be sure you have the Directions for Administration and you have selected any appropriate test settings and prepared any other materials the student may need based on their IEP.

OK

Figure 9. *Important!* confirmation box

Logon Instructions (cont.)

10. Select the **[Start Operational Session]** button (figure 10).

i The Alternate ELPAC can only be given in person.

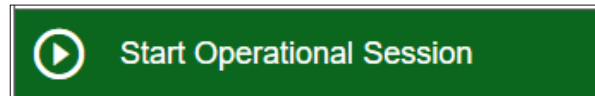


Figure 10. **[Start Operational Test Session]** button

A test session ID (figure 11) is generated upon selecting the **[Start Operational Session]** button.

- You will enter the session ID directly into the secure browser.
- The current session ID also appears on the Test Administrator Interface screen saver, when the screen saver is active.

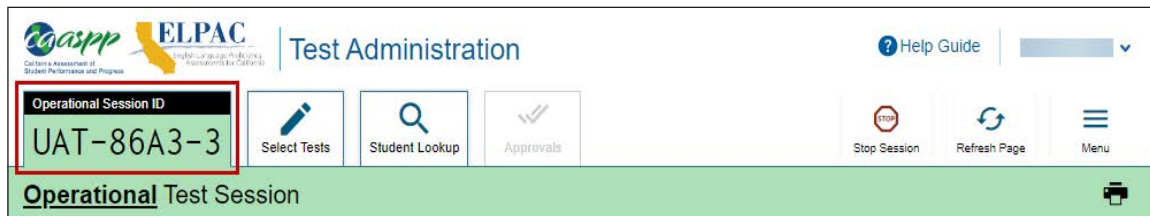


Figure 11. Session ID at the top of the Test Administrator Interface

ALERT: This is a one-on-one administration. If a student needs assistance, you can enter responses for the student in the student interface.

NOTE: For the remaining instructions, the **[Test Administrator Interface]** tab indicates that the step should be completed on the test examiner's device until directed otherwise. The **[Student Interface]** tab indicates steps that should be completed on the student's device until directed otherwise.

11. Open the secure browser and log the student on to the student's device.

Logon Instructions (cont.)

Student Interface

12. Sign in using the *Student Sign In* screen (figure 12). Enter the student's first name as listed in TOMS and Statewide Student Identifier (SSID) as it appears in the California Longitudinal Pupil Achievement Data System. The test session ID must be entered as it appears on the Test Administrator Interface.

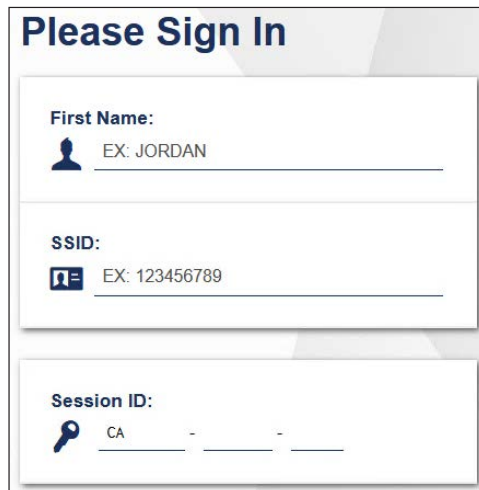


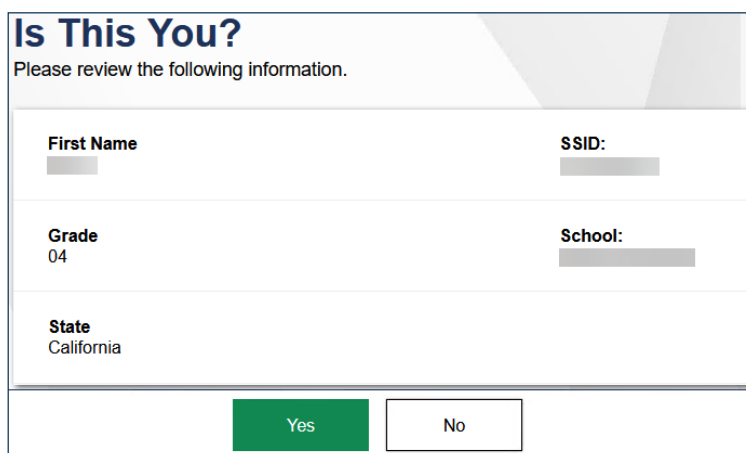
Figure 12. *Student Sign In* screen

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.

Logon Instructions (cont.)

13. Verify the student's identity by selecting [Yes] or [No] (figure 13).

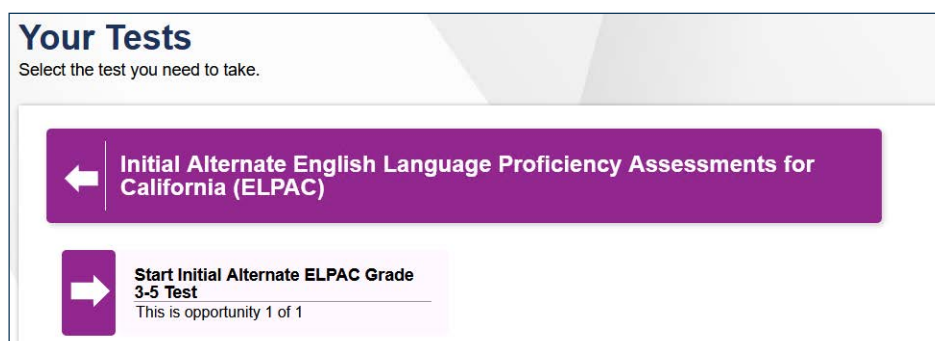


Is This You?
Please review the following information.


First Name [Redacted]	SSID: [Redacted]
Grade 04	School: [Redacted]
State California	

Figure 13. *Is This You?* screen

14. Select the assessment (figure 14).



Your Tests
Select the test you need to take.

 **Initial Alternate English Language Proficiency Assessments for California (ELPAC)**


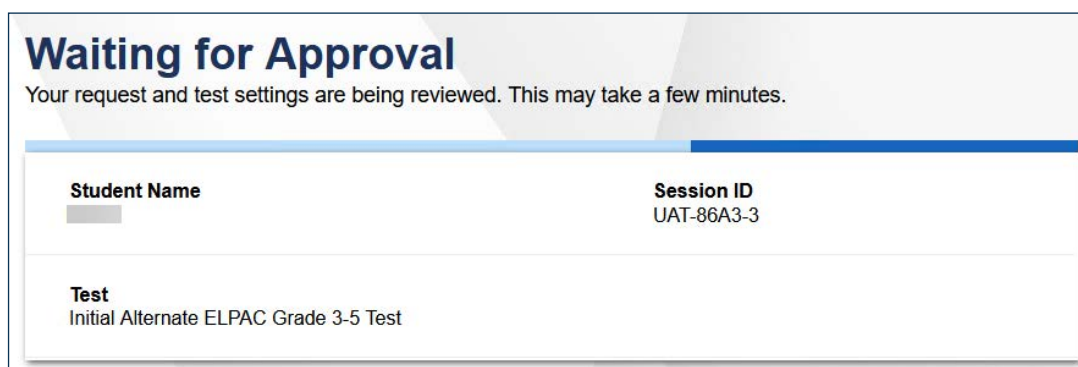
 **Start Initial Alternate ELPAC Grade 3-5 Test**
This is opportunity 1 of 1

Figure 14. *Your Tests* selection box

15. The *Waiting for Approval* screen will appear (figure 15).



Waiting for Approval
Your request and test settings are being reviewed. This may take a few minutes.

Student Name [Redacted]	Session ID UAT-86A3-3
Test Initial Alternate ELPAC Grade 3-5 Test	

Figure 15. *Waiting for Approval* screen

Logon Instructions (cont.)

Test Administrator Interface

16. Approve the student for testing by selecting the [**Approve**] check mark [✓] icon in the *Action* column for the individual student (figure 16).

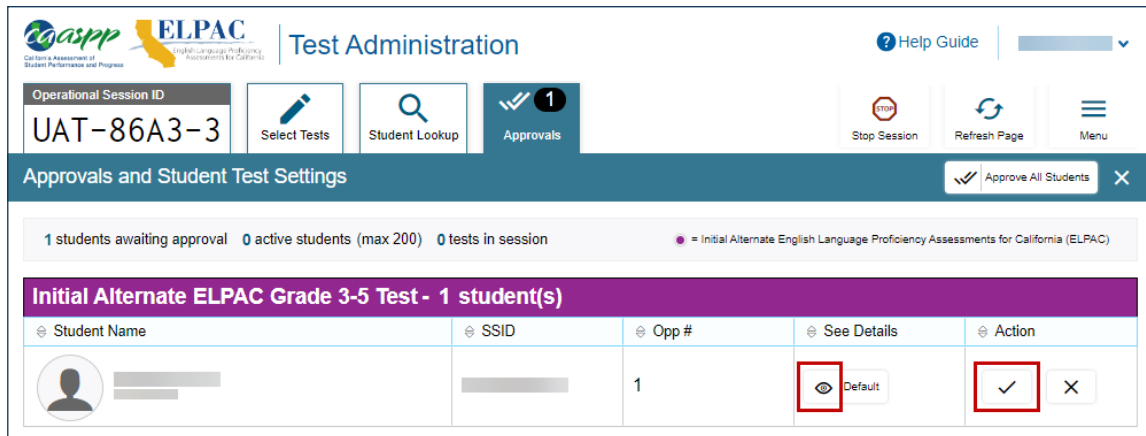


Figure 16. Approvals and Student Test Settings screen

17. Select the [**View**] eye [👁] icon, (figure 16), to view and adjust the student's test settings for the current test opportunity. "Custom" in the *See Details* column indicates the student has been assigned test settings. Refer to the [Accessibility Resources](#) section of the [Alternate ELPAC Online Test Administration Manual](#) for the embedded resources that are available for the Initial or Summative Alternate ELPAC.
- To confirm the settings, select [**Set**] at the top of the student's *Test Settings* screen (figure 17). The test examiner must still approve the student for testing.
 - To confirm the settings and approve the student, select the [**Set & Approve**] button (figure 17).
 - To return to the *Approvals and Student Test Settings* screen without confirming settings, select [**Cancel**] (figure 17).


Logon Instructions (cont.)

Test Settings for:

☒ Set ☒ Set & Approve ☐ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.


SSID: 7731619211 | Initial Alternate ELPAC Grade 3-5 Test | Opp # 1

 Reminders and Notifications

?

Universal Tool Status


Universal Tools are On

 Integration with Assistive Technology

?


Permissive Mode

☐ OFF

 Visual Assistance Resources

?

Color Contrast

Black on White 

?

Streamlined Mode

☐ OFF

Figure 17. Part of the *Test Settings* screen for a selected student

i If the settings are incorrect, you should select [**Cancel**]. You must report the incorrect test settings to the site ELPAC coordinator, who will update them as required in TOMS and reschedule the student's testing. The update, once made, may take **up to two to four hours to appear in the Test Administrator Interface**. After a student's test settings are corrected, the test can be administered to the student as previously described.

Logon Instructions (cont.)

Student Interface

18. The *Instructions and Help* screen is the last step of the sign-in process. Select [**Begin Test Now**] (figure 18) to begin testing.

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](#)

[Begin Test Now](#) [Go Back](#)

Figure 18. [**Begin Test Now**] button on the *Instructions and Help* screen

i Prior to administering the Summative Alternate ELPAC, a message (figure 19) will appear that verifies the correct *DFA* form assignment and picture cards, if appropriate. Confirm any other necessary individualization tools, such as manipulatives, print-on-demand documents, or Augmentative and Alternative Communication (AAC) devices match the *DFA* form assignment. If the *DFA* does not match the form assignment and the grade-level assessment the student should be taking, do not continue with the test. Notify the LEA ELPAC coordinator.

Be sure to have the Initial Alternate ELPAC **Directions for Administration** and applicable materials (e.g., AAC device, picture cards, or manipulatives) available before administering the assessment.

Figure 19. **Important!** message about confirming testing materials

19. Follow the scripts in the *DFA* as the administration gets underway.

NOTE: For information about monitoring student progress and ending a test session, refer to the [Administering a Computer-based Test Session](#) section of the *Alternate ELPAC Online Test Administration Manual*.